Job Description	
Post:	**Before and After School Club Playworker**
Pay Scale:	**Grade 3 SCP 5-6**
Responsible to:	**Breakfast Club Manager**
Main Location:	**School Based**

Main Duties

- To participate in the daily planning and preparation of appropriate play activities and provide safe, creative and engaging opportunities for a range of age groups.
- Consult with the children to plan activities and ensure that play meets the full range of children's individual and group needs.
- Support the day-to-day running of the club, in conjunction with other staff.
- Participate in all aspects, from setting up activities and mealtimes to clearing away at the end of the session.
- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
- Help develop and maintain good relationships and communication with parents/carers and all relevant parties to facilitate day-to-day caring needs.
- Encourage parental support through the development of effective working relationships involving regular communication.
- Provide a clean and safe environment for the children to play in.
- Encourage the children to participate in planned activities and become involved in playing alongside other children as necessary.
- Always supervise children appropriately in the designated areas including corridors and toilet facilities.
- To administer first aid, as appropriate.
- To prepare and provide refreshments in accordance with food hygiene regulations.
- Be aware of all emergency procedures and know what action to take.
- Maintain safe working practices and keep systems, equipment, records and files in good order.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person.
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to children through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance. with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.

- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application		
	Essential / desirable	**Evidence**
Qualifications		
Completion of a relevant early years and childcare or Playwork qualification or equivalent at Level 2/3	Desirable	A/I
Training in relevant learning and play strategies.	Desirable	A/I
Knowledge & Experience		
Experience of helping to deliver inclusive play activities for children.	Essential	A/I
Experience of prioritising delegated tasks to ensure the smooth running of sessions.	Desirable	A/I
Good communication skills (oral and written)	Essential	A/I
A basic knowledge of policies and procedures relevant to the role including Food Hygiene Health and Safety, Safeguarding and First Aid.	Essential	A/I
Experience of working with or caring for children of relevant age	Essential	A/I/R
Technical Skills & Ability		
Ability to work effectively within a team environment.	Essential	A/I/R
Ability to build effective working relationships with colleagues; parents and children.	Essential	A/I/R
Ability to communicate effectively with children at all levels.	Essential	A/I
Ability to use relevant technology.	Essential	A/I
Special working conditions		
An enhanced DBS is required for this role.	Essential	
Personal characteristics		
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I

Commitment to good attendance at work	Essential	A/I
Commitment to continuing professional development	Essential	A/I
Commitment to supporting the Catholic ethos of our Trust	Essential	A/I
Flexible and dedicated approach to work	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R