



We are His body, living and learning as one.

Job Description

Wraparound Club Playworker – Grade 1

The post holder will report to the School Business Manager. Apart from other colleagues in the school, the main contacts of the job are the Headteacher, Senior Leadership Team, teaching staff, other support staff, parents and pupils.

Main purpose of the post

To support the school in providing a high-quality wraparound care provision.

To supervise children who are attending the Wraparound Club.

Main duties and responsibilities:

- To communicate with children attending the Wraparound Club
- To supervise children attending the Wraparound Club
- To contribute to the planning and organising of activities which will stimulate the development of the children in the Wraparound Club
- To administer basic first aid, where necessary, to children who have minor accidents or are unwell, and to comfort and reassure children in these circumstances
- To report more serious accidents to the School Business Manager
- In an emergency, to accompany sick or injured children home or to hospital, in a taxi or other transport provided
- Where the need arises, for instance with young children or children with special needs, to attend to their physical needs such as hand washing, feeding and toileting
- To converse at ease and provide advice in accurate spoken English is essential for the post

General

- To attend training and administer basic first aid as and when required
- To maintain confidentiality relating to the staff and students of the school at all times.
- To be flexible, motivated and able to follow instructions, and to remain calm in difficult circumstances
- To undertake all duties with full regard to the Health and Safety at Work Act
- To contribute to the overall ethos, work and aims of the school and Trust
- To participate in training and other learning activities and performance development as required

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post.

All duties and responsibilities must be carried out with due regard to the Corpus Christi Catholic Academy Trust's existing policies, including child protection, health and safety, equality and data protection.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Person Specification

Wraparound Club Playworker – Grade 1

CRITERIA	ESSENTIAL OR DESIRABLE	HOW / WHEN MEASURED *A/I/R/SP
Qualifications		
Good Numeracy and Literacy skills	E	A/I/R
Basic First Aid for which training will be provided	D	A/I/R
Understanding of Health & Safety procedures	D	A/I/R
Experience		
Experience of working with children	E	A/I/R
Experience of working in a School Wraparound setting	D	A/I/R
Knowledge/Skills/Abilities		
Ability to relate well to children and parents	E	A/I/R
Ability to work as part of a team	E	A/I/R
Ability to communicate effectively with parents, pupils and other school staff.	E	A/I/R
Ability to respond to situations in a calm manner	E	A/I/R
Personal styles/Behaviour		
To act with the utmost integrity at all times	E	A/I/R
Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work	E	A/I/R
The flexibility to adapt to changing workload demands and new school challenges	E	A/I/R
Desire to pursue own personal development and to undertake training as required	E	A/I/R
Personal commitment to excellence in service delivery	E	A/I/R
Self-motivation and personal drive to complete tasks to required timescales and quality standards	E	A/I/R
Willingness to undertake first aid training and administer first aid as required	E	A/I/R
Demonstrate awareness and commitment to upholding all Trust policies	E	A/I/R
To maintain confidentiality relating to the staff and students of the school at all times	E	A/I/R
Willingness to consent to and apply for an enhanced Disclosure and Barring Service check.	E	A/I/R
To uphold all aspects of safeguarding	E	A/I/R
To contribute to the Catholic ethos of the Trust	E	A/I/R

***Application/Interview/References/Selection Process:** The CCCAT uses the appropriate CES application forms or suitable alternative for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview.**