

JOB DESCRIPTION

School	James Brindley Community Primary School
Job title	Senior Playworker/Play Worker Level 2
Grade/Salary range	2A pt 7-9
Location of work:	James Brindley Community Primary School
Directly responsible to:	Head Teacher/School Business Manager
Primary purpose of the job:	To provide comprehensive care for children within a Before & After School Club. Role includes preparing and delivering play opportunities within a safe and caring environment, whilst working within a team of Play Workers.

DUTIES AND RESPONSIBILITIES

The main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required.

- To participate in the planning, preparation and provision of care and creative play opportunities for children
- To comply with school and club policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Ensure that all concerns are raised in accordance with the appropriate policy.
- To support the team in ensuring that the club is a safe environment for all, that equipment is well maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively.
- To support the team in ensuring that children's individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour
- To maintain appropriate records as agreed with the Head Teacher & School Business Manager and provide detailed and regular feedback on children's behaviour, achievements, and problems etc
- Assist with the planning of activities and support children to achieve goals
- To assist the team in monitoring and evaluating the effectiveness of the activities and make changes where necessary
- Manage the behaviour of children in line with the club's/ school's behaviour policy

- To take a daily register and ensure that signing out procedures are followed
- To assist with the handover/collection of children to/from other areas of the school, where applicable
- Ensure safe handover of children to parents/carers at the end of the day, reporting any uncollected children to appropriate individuals or agencies, remaining with children where necessary
- To prepare food and drink that promotes healthy eating and complies with current school guidelines
- To set up play equipment, activities and resources and clear away at the end of the session.
- To administer first aid and medication as appropriate
- To participate in play work and other relevant training and development activities.
- To assist the team and Head teacher with the planning, organisation and development of the club
- To maintain constructive relationships and communicate appropriately with parents/carers, other professionals and childcare/play- related agencies, dealing with confidential matters with tact and discretion
- To work within agreed policies and procedures and undertake other duties appropriate to the grade.

Safeguarding

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

To undertake any other such duties that are reasonably commensurate with the level of this post.