

Job Description

Kidz Klub Playworker

Level 2



Job purpose:	To deliver high quality childcare provision for children in line with current legislation.		
Reporting to:	Headteacher/senior staff		
Responsible for	The delivery of a range of learning activities for children, under the EYFS and Ofsted's Childcare requirements		
Liaising with:	Children, parents/carers other members of staff		
Grade of post:	G3	Gauge ref:	A23513
Disclosure level:	Enhanced		

<p>Job Outline</p> <ul style="list-style-type: none"> • To provide care and supervision of children at all times, responding to their individual/special needs and ensuring safety and access to out of school hours learning play/activities and safeguarding their health and well being. • Under the direction of the Kidz Klub Co-ordinator to implement curriculum plans to support children's intellectual, physical, social, language and development and to assist with the planning of out of school hours learning activities. • To work with colleagues to establish an appropriate play and/or learning environment. • To provide detailed specialist provision in particular areas for children as required including personal care and respond to hygiene needs if required. • To be responsible for the preparation and maintenance of equipment and materials necessary for the relevant activity • To establish constructive relationships with children, parents/carers, other staff and professionals • To administer First Aid as appropriate • Monitor pupils' responses to learning activities and accurately record achievement/progress as directed • To be responsible for own clerical/admin work needed to promote and monitor children's learning for example, photocopying, basic typing, filing • To promote good behaviour in pupils, dealing promptly with conflict and incidents in line with established policy for out of school hours learning activities • To promote inclusion and acceptance of all children • To undertake training as required
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<p>Other Specific Duties</p> <p>To carry out the duties in the most effective, efficient and economic manner available.</p> <p>To continue personal development in the relevant area.</p> <p>To participate in the school staff review and development appraisal process.</p> <p>Safety Training</p> <p>To undertake Health and Safety Training on areas within your area of work.</p>
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SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print Name Jobholder: _____ NI No: _____

School Name: _____

DFES _____

Please sign and return to your manager

Person Specification Kidz Klub Playworker Level 2



A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with or caring for children of a relevant age or learning need	E		A, I, R

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 2 in playwork/childcare or willingness to work towards or equivalent teaching assistant qualification	E		A, I
Willingness to undertake basic first aid		D	A, I
Basic level of numeracy and literacy	E		A, I
Commitment to undertake further relevant training	E		A, I
Basic Food Hygiene Certificate or willingness to undertake		D	A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of current Government legislation relating to early years and childcare	E		A, I
Understanding of child development and learning	E		A, I
Knowledge of child development and learning processes	E		A, I
Understanding of Health and Safety	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to work under supervision and as a team member	E		A, I
Ability to build positive relationships with children, young people and their families.	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to deal with minor injuries		D	A, I
Ability to prepare simple snacks and/or meals	E		A, I
Ability to relate well to children and adults	E		A, I
Ability to use IT to support learning	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I