



Believing | Achieving | Learning for life

Headteacher: **Mrs Lisa Speedy**

### **JOB DESCRIPTION**

<b>Job Title:</b>	Play Leader Mighty Oaks Wraparound Club
<b>Contract:</b>	Temporary <b>Hours:</b> 22.50 hours per week : (Split Shift Pattern covering Mon - Fri 7.15 – 9.00 am and 3.15 - 6.00pm)
<b>Working within:</b>	Primary (Years Nursery – 6)
<b>Accountable to:</b>	School Business Manager
<b>Salary:</b>	Grade 4

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be appropriately checked under the 'Every Child Matter's' guidance, 1<sup>st</sup> January 2007, which includes being subject to satisfactory CRB clearance where required.*

## **JOB DESCRIPTION - PLAYLEADER**

### **Whoberley Hall All Stars Before & After School Club**

#### **Main Purpose of Role:**

*At Whoberley Hall Primary School we are firmly committed to the employment of our staff to enhance the high quality teaching and learning and care that our children receive. We acknowledge the positive contribution they make to the raising of standards.*

- To provide a caring, secure environment, through individual attention and group activities
- To organise appropriate range of leisure activities for children between the ages of 4 and 11.

#### **Key Areas**

- Staff Supervision;
- Activity Planning;
- Liaison;
- Supervision and Care of Children;
- Direct Playwork.

**Responsible to:** Headteacher

**Hours of Work:** 22.50 hours per week

Monday to Friday Core Hours are: 7.15 – 9.00am & 3.15pm – 6.00pm

#### **Duties and Responsibilities**

##### **Staff Supervision**

1. Daily management of staff team, including maintenance of personnel files, staff contracts, managing rotas, and handling absences/ holiday/ sickness
2. Regular supervision
3. Leading Team Meetings, planning sessions and cascading training opportunities

##### **Activity Planning**

1. To lead or supervise safe, creative and appropriate play opportunities for a range of age groups
2. To lead Planning Sessions with staff team to ensure a planned approach to sessions, including allocation of resources, and liaison with parents/carers about themes as necessary
3. To ensure playworkers have adequate support for preparing activities, organising programmes/ themes and arranging equipment;
4. To ensure that all activities are inclusive for all children to take part in;

## **Liaison**

1. To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child;
2. To encourage parental involvement and support through the development of effective working relationships;
3. To ensure that staff communicate clearly about any matters relating to the running of the club and the wellbeing of the children, including resources and equipment, health and safety, and safeguarding issues;
4. To consult with the children and involve them in the planning of activities;
5. To encourage a close liaison with schools and other related agencies.
6. To share good practice with other playworkers as needed, including membership to local Play Forums;

## **Supervision and care of children**

1. Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
2. Ensure that risk assessments are completed prior to commencing activities with children;
3. Ensure that food preparation and handling within the Setting is carried out within the guidelines of the Food Safety Act;
4. Where food is provided, to ensure that it is balanced and healthy in accordance with recommended dietary requirements;
5. To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe Setting policies and procedures to keep children safe from harm.

## **Direct Playwork**

1. Ensure that a wide range of creative and enjoyable activities are offered;
2. To coordinate the availability and ascertain the suitability of play resources, including managing an inventory of stock, and liaising with local Scrapstore and other resource centres as needed
3. Manage the planning of a wide range of creative and enjoyable activities, in conjunction with team members, and consultation with the children;
4. To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish;

## **Other**

1. To promote the aims and objectives of the school, and use as a guide for daily activities;
2. Be aware of Staff Policies and Practices;
3. To ensure the Setting has a high standard of physical and emotional care;
4. To ensure good standards of hygiene and cleanliness are maintained at all times;
5. To be responsible for the Health and Safety standards appropriate for the needs of the children;
6. To assist with the preparation and maintenance of materials, equipment;
7. Recording accidents in the accident book;
8. Ensure child is collected by someone known to the club;
9. To ensure the Setting of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
10. To ensure confidentiality of information received;
11. To be aware of the high profile of the club and to uphold its standards at all times;
12. To be involved in out of working hours activities, e.g. Training, Staff Meetings, Summer Fayre;

13. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Manager
14. To undertake continuous professional development, including short courses and qualifications relevant to playwork;
15. To promote the aims and objectives of the Setting;
16. To understand and adhere to Setting policies, procedures and standards at all times;
17. To ensure the Setting offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
18. To assist with the preparation and maintenance of materials and equipment;
19. Recording accidents in the accident book;
20. Ensure children are collected in strict accordance with the Setting's Child Collection Policy;
21. To ensure the Setting offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development;
22. To ensure confidentiality within the Setting at all times;
23. To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_