# 1234567

#  Job Description & Person Specification

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|  **Job Title** | Playworker Sport |  **Job Number:**  |  L3026D  |
| **Directorate:**  | Education  | **Post Number:**  |   |
| **Service:**  | Services for Schools / Out of School Club  | **Grade:**  | Grade 2  |
|  **Location:** Our Lady of the Assumption |  |  |

**Job Purpose:**

The Playworker Sport has responsibilities to lead after-school sports sessions and coach our school football team, including accompanying them to away matches.

* **Key Responsibilities**: ·
* Deliver a 1-hour weekly sports session for primary school children
* Coach and manage the school football team, including training and match preparation
* Accompany the team to away matches and provide supervision and support
* Plan inclusive, engaging, and age-appropriate physical activities
* Promote teamwork, sportsmanship, and confidence
* Ensure the safety and wellbeing of all participants
* **Requirements and Experience**
* Experience working with children in a play or sports setting
* Knowledge and experience in football coaching (formal qualification desirable)
* Willingness and ability to travel locally for matches
* Energetic, reliable, and approachable
* Basic understanding of safeguarding (training can be provided)

All applications to be completed using a Catholic Education Service application form and returned by email to: admin@ourlady.coventry.sch.uk. Unfortunately, we cannot accept any other application form or CV’s. This school/authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to: Sports Co-Ordinator or Headteacher**

**Date Reviewed:** Jun 2025

**Updated:** Jun 2025

**Person Specification**

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| criteria | qualities |
| **Qualifications and training** | A willingness to participate in training related to the role.Basic reading and writing skills to maintain records relating to incidents and first aid. |
| **Experience and knowledge** | Experience of working with or volunteering with childrenWorking as part of a teamBasic first aid skillsFood Handling and Preparation Qualification or prepared to undertake appropriate training |
| **Skills and Abilities** | A positive interest in working with children, and an ability to inspire them.Ability to promote positive play.Able to follow set policies, procedures and direction from line management and relay these to pupils.Able to communicate effectively to receive and pass on information and instructions Remain calm and controlled in the event of an emergency e.g. Fire.Work as a team to ensure the best outcomes for our pupils.To support children at snack times, developing and encouraging eating skills.Be able identify risks and possible hazards and take action to prevent these.Able to complete cleaning duties.To Safeguard and promote the welfare of children. |
| **Personal qualities** | Has high expectations and personal integrity with the ability to promote and sustain thevalues, culture and Catholic ethos of the school Enjoy working with childrenCompassionate nature Punctual and good attender, ability to be flexible with working times. |

# 1234567 Person Specification

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|  **Job Title:**  |  Play Worker (Out of School Club)  |  **Job Number:**  |  L3026D  |
| **Directorate:**  | Children, Learning and Young People  | **Post Number:**  |   |
| **Service:** **Location:**  | Services for Schools / Out of School Club   | **Grade:**  | Grade 2  |

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| **Area**  | **Description**  | **Criteria will be measured by:**  |

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| **Knowledge:**  | •  | Understanding of good quality childcare.  |   |
|  | •  | Knowledge of how children play and its relevance to their child development.  |   |
|   | •  | Some knowledge of a range of activities to promote social/emotional and intellectual development of school aged children.  |   |
|   | •  | Knowledge of suitable activities and play opportunities related to a child's age, abilities and needs.  |   |
|   | •  | A commitment to and understanding of equal opportunities issues and their application to childcare.  |   |
|   | •  | Understanding of the Children's Act and Guidelines.  |   |
|   | •  | Awareness of Child Protection.  |   |
|   | •  | Some knowledge of relevant health and Safety issues.  |   |
|    | • •  | Understanding of the boundaries of confidentiality.   |    |

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| **Skills and Abilities:**  | • •  | Able to provide safe and creative play. Sensitive to the needs of all children, recognising particular needs with regard to gender, ethnic origin and disability.  |    |
|   | •  | Capable of motivating children and developing their selfconfidence.  |   |
|   | •  | Able to provide stimulating activities for school age children.  |   |
|   | •  | Assist children in new development, intellectually, socially, physically and emotionally.  |   |
|    | •  | Able to provide care and comfort to children, ensuring they feel secure. Cont/…..  |    |

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| **Skills and Abilities:** **(Continued)**  | •  | Able to communicate effectively at all levels and when receiving information from and explaining information to others.  |   |
|  | •  | Ability to handle situations calmly and effectively.  |   |
|   | •  | Able to work within a team or on own initiative.  |   |
|   | •  | Able to follow instructions and accept guidance.  |   |
|   | •  | Capable of using judgement and common sense.  |   |
|   | •  | Sufficiently literate to be able to read to children, keep short records and write short reports, as requested by the Play Leader.  |   |
|   | •  | Ability and willingness to undertake tasks such as toilet accidents and cleaning away materials.  |   |
|   | •  | Able to learn and change practice in appropriate ways.  |   |
|   | •  | Willing to undertake further training.  |   |
|   | •  | Ability to undertake patterns of work as determined by the school.  |   |
|    | •   | Punctual and able to fulfil duties in a responsible manner.  |    |

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| **Experience:**  | •  | Working with school aged children.  |   |
|  | •  | Working with other professionals.  |   |
|   | •  | Providing support for parents.  |   |
|    | •   | Basic administration.  |    |

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| **Educational:**  | •  | NVQ in Play work or Early years (ideally working towards an NVQ Level 2) or will give commitment to work towards obtaining such qualifications.  |   |
|   | •   | A current First Aid certificate or willing to undertake training for this qualification.  |    |

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| **Special** **Requirements:**  | •   | This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.  |    |

**Date Reviewed:** December 2024

**Updated:** December 2024

**Children, Learning and Young People Directorate**

1234567 *Human Resources*