

**JOB DESCRIPTION - PLAYWORKER**

Whoberley Hall Mighty Oaks 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 assist the Play Leader in providing 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**

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

**Responsible to:** Play Leader

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

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

**Pay**

Grade 2

**Duties and Responsibilities**

Activity Planning

1. To provide a safe, creative and appropriate play opportunities for a range of age groups
2. Preparing activities, organising programmes/ themes and arranging equipment;
3. To ensure that all activities are inclusive for all children to take part in;

**Liaison**

1. To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs;
2. To encourage parental involvement and support through the development of effective working relationships;
3. To consult with the children and involve them in the planning of activities.
4. 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. Support the Play Leader in planning a wide range of creative and enjoyable activities;
2. Consult with the children in order to plan activities;
3. Ensure that play meets the full range of children's individual and group needs;
4. To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish;

**Other**

1. To undertake continuous professional development, including short courses and qualifications relevant to Playwork;
2. To promote the aims and objectives of the Setting;
3. To understand and adhere to Setting policies, procedures and standards at all times;
4. To ensure the Setting offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
5. To assist with the preparation and maintenance of materials and equipment;
6. Recording accidents in the accident book;
7. Ensure children are collected in strict accordance with the Setting’s Child Collection Policy;
8. 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;
9. To ensure confidentially within the Setting at all times;
10. To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
11. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Play Leader