

Job Description

Vacancy Reference No: Ref:

Job Title:	Play Worker	Job Number:	SL/387/12
Directorate:	Children, Learning and Young People	Post Number:	
Service:		Grade:	Grade 2
Location:	Mount Nod Primary School		

Job Purpose:

To work in Early Years/Foundation Stage to develop effective play opportunities for the children.

To support the work of the Teachers through regular communication.

Main Duties and Responsibilities:

1. Assist the Teacher in creating and developing a safe and stimulating environment in which children can develop their skills through a varied programme of activities.
2. Recognise the individual needs of children and support their development through activities that encourage physical, personal and social development.
3. Utilise skills and knowledge, to encourage children to participate in, and gain confidence and experience through various activities.
4. Communicate in a friendly, supportive way with children, reporting on progress or worries to teaching staff and the Inclusion Manager.
5. Provide general care and welfare for the children, including:
 - Physical care and attention for personal needs.
 - Acting as carer for sick children until appropriate qualified medical assistance is available.
 - Providing comfort and support to children in distress.
6. Work flexibly alongside other staff, parents or students.
7. Maintain, as directed, accurate records and other necessary documents.
8. Keep toys and equipment in a clean condition and in good repair.
9. Prepare and clear away equipment and materials at the beginning and end of each session.

10. Support appropriate activities within the school, and participate in meetings and undertake training as appropriate.
 11. Assist in implementing the Coventry City Council's Policy on Equal Opportunities as it relates to working with young children.
 12. Any other duties and responsibilities within the range of the salary grade.
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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.

Person Specification

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Area	Description	Criteria will be measured by:
Knowledge:	<ul style="list-style-type: none"> • Some knowledge of how children play and its relevance to their development. • An understanding of Equal Opportunities issues and their application to child care. • Some knowledge of Health and Safety issues. • An understanding of the needs of children. • Some knowledge of suitable activities and play opportunities related to a child's age and ability. 	
Skills and Abilities:	<ul style="list-style-type: none"> • Able to follow instructions and accept guidance. • Able to liaise and communicate very effectively with children, parents and other staff, receiving and explaining information. • Literacy skills in order to keep records and write short reports, as required. • Able to present and interest children in appropriate activities. • Capable of motivating children and developing their self confidence. • Able to assist children in new developments, particularly, socially, physically, emotionally. • Able to work under own initiative and within a team • Able to provide care and comfort to children, ensuring they feel secure. • Ability to learn, develop and change practice in appropriate ways. 	
Experience & Qualifications:	<ul style="list-style-type: none"> • Experience of working within Early Years/Foundation setting <ul style="list-style-type: none"> • Relevant Level 2 qualification 	

Special Requirements:	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.	
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Updated: October 2009