

MODEL JOB DESCRIPTION

JOB TITLE : PLAYWORKER (AFTER SCHOOL CLUB)

HAY GRADE: 4

JOB SUMMARY

To provide support / assistance in the day to day operation of an After School Club. Undertaking face to face work with the children in delivering programmes of activities.

PRINCIPAL ACCOUNTABILITIES

1. Ensuring that the programme of activities delivered is interesting, valuable and appropriate to the children using the facilities by providing a variety of play and learning opportunities and identifying and accommodating changing needs.
2. Ensuring the safety and well-being of club users through checking equipment, undertaking first line child protection measures and organising activities appropriate to the users at any given time.
3. Ensure that parents, carers and other visitors are made to feel welcome on visiting the play facility and that they receive appropriate information and advice.
4. Maximising the learning value of the activities by planning and evaluating activities.
5. Contributing to the accountability of the centre through assisting in the maintenance of agreed records including registers, contracts, doctors, accident books, financial transactions etc.

JOB CONTENT

The main duties and responsibilities of the postholder are indicated below, other duties of an appropriate nature and level will also be required

1. Assist in the provision of a variety of appropriate play opportunities for children and young people some of whom may require special attention and/or will have come from various racial, cultural and religious backgrounds.
2. Lead groups of children in specific sport, game craft and learning activities. Manage behaviours and adapt the activity to meet the needs of groups or individuals. Prepare for activities.
3. Evaluate events and activities and contribute to the development of the service including making recommendations for change and development of the activities.

4. Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
5. Check that play conditions conform to the appropriate health and safety standards and are suitable for the group and activity planned. Contribute to the corporate responsibility for continuously checking that the premises, fences, gates, etc are secure, reporting defects promptly to the Headteacher or Premises Manager.
6. In conjunction with the Headteacher, liaise with other play workers to share activities and skills to ensure a range of complementary activities are available across the school. Support and advise less experienced workers in activities.
7. Ensure that the school's equal opportunities and standards are integrated into all aspects of the service.
8. Undertake first line child protection measures, reporting areas of concern to the Headteacher.
9. Publicise the service and special events through assisting in the production of leaflets, posters, and information bulletins.
10. Assist in maintaining contacts with teachers, parents and users of play service to increase the uptake of existing services, to design or tailor additional services to resolve problems.
11. Contribute to keeping local records appropriate to the service.
12. At the direction of the Headteacher, support the operation of holiday clubs, including enrolment and operation.
13. Child protection
 - To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

The post-holders will normally be based at one centre but will be expected to work in other play facilities as required to ensure service delivery.

JOB CONTEXT

REPORTS TO : The Headteacher

SUPERVISES : No formal supervision of staff but may monitor or allocate work to casual staff as appropriate.

FINANCIAL RESPONSIBILITIES : No significant financial responsibilities. May be required to purchase materials under direction.

CONTACTS : Teachers, re, Service provision / development.
Other Departments e.g. Social Services, Education re. Service

ORGANISATIONAL OBJECTIVES

Contribute to the Department's development and implementation of the schools corporate objectives at the appropriate level including :

Health and safety in the workplace

Performance appraisal and investment in people

Equal opportunities and managing diversity.

Customer care

Quality initiatives

SPECIAL FEATURES

The services are fee paying but subsidised and with free places available. The aim of the service is to provide a safe and interesting after school club offering a range of educationally valuable activities. Some clubs are based in areas where educational under achievement, social deprivation and poor quality living environments are prevalent. The services are provided at a number of locations within the borough and communication can be complex.

CONDITIONS OF SERVICE

Governed by the National Conditions of Service APT&C staff with local conditions as appropriate.

SPECIAL CONDITIONS OF SERVICE

- Must undertake the duties and responsibilities of the post with due regard for the school's Equal Opportunities Policy, Standing Orders and other policies and procedures.

- May be required to work outside normal office hours.

- The post-holder will be employed either during term time only or term time and specific holidays.

- Playworkers must be available Monday to Friday (5 Days) , 15 hours per week, 39 weeks per year during school term time between 3.00pm & 6.00pm.

- All start times must be achieved.

- Must be able to work at any school or club location in Southwark to meet the needs of the service.
- Playworkers must be physically fit and alert to supervise and take responsibility for groups of children and young people.

MODEL PERSON SPECIFICATION

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HAY GRADE 4

Specific qualifications are not a prerequisite of the job but the post-holder will be expected to have:

- Would need to have NVQ level 2 Playwork, Childcare, or equivalent or willing to undergo training.
- An awareness of the need of children.
- Knowledge of appropriate play activities e.g., sports, games, crafts, stories, song, dance etc.
- A basic awareness of health and safety practices
- Understanding relevant administration procedures including children registration requirements
- Understanding equal opportunities issues and practices relating to the aims and objectives of community groups.
- Knowledge of basic record keeping and filing.

EXPERIENCE

Some experience of being involved with a play service in whether a paid or voluntary capacity in, for example, playgrounds, junior playrooms, play centres or other equivalent play setting. To include planning, organising and supervising activities.

APTITUDES

To demonstrate the ability to :

- Work as part of a team, sharing working knowledge and skills
- Develop a range of play/learning related skills
- Work flexibility, able to rearrange work plans in relating to changing priorities
- Interact sensitively with other workers, children and parents
- Listen to understand the needs, aspirations and problem children
- Able to quickly assimilate new procedures and working methods
- Administer first aid and understand first line child protection with training

SPECIAL CONDITIONS OF SERVICE

- Must undertake the duties and responsibilities of the post with due regard for the schools Equal Opportunities Policy, Standing Orders and other policies and procedures.
- May be required to work outside normal office hours.
- The post-holder will be employed either during term time only or term time and specific holidays.
- Playworkers must be available Monday to Friday (5 Days) , 1 hours per week, 39 weeks per year during school term time between 3.00pm & 6.00pm.
- All start times must be achieved.
- Must be able to work at any school or club location in Southwark to meet the needs of the service.
- Playworkers must be physically fit and alert to supervise and take responsibility for groups of children and young people.