

<b>JOB DESCRIPTION</b>	
Post title:	Night Owls (NO) Play Worker
Reporting to:	NO Play Leader
Salary/Grade:	Scale 3
Working Time:	Term Time Only
Responsible For:	No line management responsibilities
	<p><b>PURPOSE OF THE JOB</b></p> <p>To work as part of a team to provide a nurturing and stimulating environment for children attending the NO.</p> <p>To ensure the safety and care of pupils attending the NO.</p> <p>To assist in the delivery of programs and activities designed to meet the social, emotional, educational and childcare needs for children in the after school provision at Olga.</p>
	<p><b>Main Duties</b></p> <p>To report to the NO Leader at the beginning of the club and receive any instructions with regard to duties.</p> <p>To support with setting up and registration of pupils for the NO</p> <p>To supervise and interact purposefully with pupils during the NO period, ensuring safety, welfare, physical and mental well-being of pupils and effective inclusion.</p> <p>To monitor, manage and support the behaviour of pupils in line with the school behaviour policy, modelling positive interactions and encouraging the children to interact positively and share, and to report any issues to the NO Leader.</p> <p>To lead appropriate activities, at first under the direction of the NO Leader.</p> <p>To work as part of a team and show initiative when creating activities for the NO, ensuring that activities meet the social, emotional and educational needs of the children.</p> <p>To ensure that all pupils who suffer any injury or accident are dealt with appropriately and in accordance with the school's agreed procedures.</p> <p>To supervise pupils eating food where and when appropriate.</p> <p>To clean up spillages from snacks/ drinks.</p> <p>To supervise collection of children and checking that the only adults to enter the school grounds are there to pick up children from the NO.</p> <p>To ensure all pupils are signed out by parents/carers.</p>

	<p>To follow the school's safeguarding policy and procedures to ensure the safety and well-being of the children at NO, reporting any concerns to the designated person.</p> <p>To attend and contribute positively to team meetings.</p> <p>Undertake any other duties consistent with the purpose of the job as directed by the NO Leader.</p>
	<p><b>Other Duties and Responsibilities</b></p> <p>To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy.</p> <p>Assist the school by promoting and maintaining good relationships with pupils, staff, governors, parents, and external agencies in order to promote the objectives of the school</p> <p>Any other duties as directed by the senior management team relevant to the post.</p>
	<p><b>Professional Characteristics</b></p> <p>Commitment to the well-being and progress of all pupils in school</p> <p>Commitment to excellent inclusive practice.</p> <p>Trustworthy and reliable.</p> <p>A clear understanding of confidentiality.</p> <p>Willingness to work as part of a team for a common aim and understanding that flexibility is key to successful outcomes.</p> <p>Use of initiative and excellent time management.</p>
	<p><b>Equal Opportunities/ Safeguarding Statement</b></p> <p>To ensure equality of opportunity for all and to oppose strongly any form of discrimination.</p> <p>Olga Primary School is committed to safeguarding and promoting the welfare of all children and expects all members of staff to share this commitment.</p>
	<p><b>Organisational Details</b></p> <p>Participate in the performance management process.</p>
	<p><b>Performance Measures</b></p> <p>Performance management assessment will be based on the responsibilities listed above and judgements will be made against these as part of the schools performance management cycle.</p>

Signed \_\_\_\_\_

Date \_\_\_\_\_

Postholder (PRINT NAME & SIGN)