

GLF Schools - Job Description

Job Title	After school Club Play Worker
Core purpose	
<ul style="list-style-type: none"> To supervise children when at Acorns provision to ensure the orderly conduct, welfare and safety of children. 	
Key Accountabilities	
Main Duties	
<ul style="list-style-type: none"> To ensure that children remain within the permitted areas of the school and to intervene in any situation where the safety of a child may be at risk. To support the leadership of the club while it is in session. To supervise the transition of children between classrooms, to and from the provision (EYFS/KS1 only). To give comfort and support to all children. To initiate and encourage positive and stimulating play in Acorns. To monitor and report any potential risks or hazards to the Acorns Manager immediately. To establish and maintain positive working relationships with parents/carers in a way that supports children and values parental involvement. To work alongside the Manager, the Deputy Manager and the staff team to ensure the philosophy behind Acorns is fulfilled. To actively participate in the supervision of children within the provision at all times. To promote positive behaviour within the provision, referring to the schools STRONG values when praising or disciplining children. To intervene in any activity, which may become too boisterous and may result in an accident, always referring to the behaviour management policy. To administer basic / paediatric first aid where appropriately trained. Ensure that the accident form is completed accordingly and that parents/carers are informed as required. To act as an ambassador for Acorns and the school and maintain a positive image of its aims and objectives. To follow weekly activity plans, enthusiastically leading activities and free play. Encourage sharing, cooperation and inclusion for all. To ensure that Acorns provision provides a warm, welcoming and enjoyable experience at all times. To provide nutritious and healthy snacks whilst ensuring that hygiene and health and safety standards are met. To follow the school safeguarding policy. To implement the Acorns policy at all times. 	
Other Duties	
<ul style="list-style-type: none"> To undertake such additional duties appropriate to the level of the post as may be required, from time to time as directed by Acorns Manager/ Deputy Manager. To attend and participate in training sessions relevant to the job role of Play Worker. To participate in Performance Management and contribute towards setting targets for Continued Professional Development. 	

Accountability
<ul style="list-style-type: none">• Accountable to the Acorns Manager.• GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
Safeguarding
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.