

GLF Schools - Job Description

Job Title	Breakfast and after school Play Worker	Job Reference	BAASPW-MLPS-060716
Location	Marden Lodge Primary School	Travel required	
Core purpose			
<ul style="list-style-type: none"> To supervise the children in play areas and throughout the before and after school provision to ensure the orderly conduct, welfare and safety of our 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 whilst it is session To supervise the movement of children between classrooms, and play and dining areas To give comfort and support to individual children. To initiate and encourage positive play. Observe all children in the supervision area and, where necessary, instruct an individual child or children, to move to another area of the playground, explaining the reason for this decision. To provide an enjoyable play experience for all children attending Puffins Stop any activity by children which may become too boisterous and may result in an accident. To establish and maintain positive working relationships with parents/carers in a way that supports children and values parental involvement. Work alongside the Room Leader and staff team to ensure that the philosophy behind the Puffins is fulfilled. In the event of an accident follow normal first aid rules, remain with the child and immediately arrange for a child to summon help from other staff. Ensure that the incident is properly recorded. To make contact and liaise with external agencies, when appropriate. Report any incident that has given cause for concern to the Room Leader. In cases of serious misconduct or disobedience, summon assistance from other members of staff. To act as an ambassador for Marden Lodge and maintain a positive image of its aims and objectives. Approach any individual child who appears to be distressed and see if the child wants an adult to talk to. If there appears to be a significant problem either at home or at school, suggest that it might be helpful to confide in the Class Teacher, Deputy Headteacher or Headteacher of the situation. Organise play activities that are age appropriate. Encourage sharing, cooperation and inclusion for all. 			
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 the Headteacher OR Breakfast and after school club leader 			
Accountability			
<ul style="list-style-type: none"> Accountable to the Headteacher/ Breakfast and after school club leader 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.