Job Description

Job Title:	Playworker	**School Name:**	Camelot School
Grade and Range:	Grade 4 scp 13 - 20	**Hours:**	12.5 per week
		Working Pattern:	Term Time only
Reports to:	After School Club Manager	**Supervises:**	Playworkers

Purpose and context:	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 an interesting and safe programme of activities.

Principle Accountabilities:

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

- 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.
- Assisting 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.
- Maximising the learning value of the activities by planning and evaluating activities.
- 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 After School Club Manager or premises staff.
- In conjunction with the After School Club Manager, liaise with other play workers to share activities and skills to ensure a range of complementary activities are available across the borough. Support and advise less experienced workers in activities.
- 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.
- Ensuring that parents, carers and other visitors are made to feel welcome on visiting the play facility and that they receive appropriate information and advice.
- Contributing to the accountability if the centre through assisting in the maintenance if agreed records including registers, contracts, doctors, accident books, financial transactions etc.
- 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. Preparing for activities.
- Evaluate events and activities and contribute to the development of the service including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- Ensure that the Council's equal opportunities and standards are integrated into all aspects of the service.
- Undertake first line child protection measures, reporting areas of concern to the Centre Manager.
- Publicise the service and special events through assisting in the production of leaflets, posters, and information bulletins.
- 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.
- Contribute to keeping local records appropriate to the service

- At the direction of the Centre Manager / Area Manager, support the operation of holiday clubs, including enrolment and operation.
- 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.

General Statements	▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders. ▪ Enactment of Health and Safety requirements and initiatives as appropriate ▪ All employees are required to declare any conflict of interest that may arise before or during their employment. ▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business. ▪ Undergo and meet school conditions for a satisfactory enhanced CRB check. ▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures. ▪ 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 Board. ▪ Ensuring work is line with the School's Green Commitment Policy goals. ▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. ▪ Treating all information acquired through your employment, both formally and informally, in strict confidence ▪ To demonstrate a commitment to good customer care. ▪ Any other duties of an appropriate level and nature will also be required.
To contribute as an effective and collaborative member of the School Team	▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Contributing in meetings and being a supportive member of the school team.

Person Specification

Job Title:	Playworker – Grade 4		School Name:	Camelot School

		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	▪ NVQ level 2 Playworker, Childcare, or equivalent or willing to undergo training. ▪ 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.	E E E E E E	Indicate how skill will be assessed either **a**pplication form, at **i**nterview or **t**ested.
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. ▪ Experience of effectively dealing with behaviour management of children.	E E	
Aptitudes, skills and competencies:	▪ Ability to lead and work as part of a team, sharing working knowledge and skills ▪ Ability to develop a range of play/learning related skills ▪ Ability to work flexibility, able to rearrange work plans in relating to changing priorities ▪ Ability to interact sensitively with other workers, children and parents ▪ Ability to listen to understand the needs, aspirations and problem children ▪ Ability to quickly assimilate new procedures and working methods ▪ Ability to administer first aid and understand first line child protection with training	E E E E E E E	

Special conditions:	▪ Motivated to work with children & young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children. ▪ 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.	E E E E E E E E E E	