

Academies Enterprise Trust

**Job Description**

**Job Title:** Midday Assistant / Playworker

**Location:** Hamford Primary Academy

**Hours of work:** 7.5 hours per week, 39 working weeks (term time + 5 non-pupil days)

Mon-Fri 12.00- 1.30

**Reports to:** Midday Supervisor

**Purpose of the Role:**

To support the safety, and welfare of pupils during the midday break and assisting in the planning and delivery of high quality play opportunities. To support a disabled pupil (Cerebral Palsy) 1:1 during the lunchtime session, including eating supervision, toileting etc (45 mins)

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Responsibilities:**

1. To contribute to the planning and provision of high quality and stimulating activities for children between 4 and 11 years
2. To supervise children during indoor and outdoor play, and within classrooms when wet play.
3. To lead and participate in safe, creative and appropriate play opportunities with children.
4. To administer first aid as appropriate. Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school’s agreed procedures
5. Where appropriate organising dinner queue and entrance of pupils into dining hall and into playground ensuring good behaviour and a calm atmosphere. Dealing with bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to the Senior Lunchtime Supervisor.
6. Encouraging social skills within the dinner hall and in the playground.
7. Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions.
8. Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
9. Discouraging dangerous activities.
10. Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.
11. To have due regard for safeguarding and promotion of the welfare of children and young people and to follow the child protection procedures adopted by the school.
12. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
13. To ensure all tasks are carried out with due regard to health and safety.
14. To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
15. To adhere to the ethos of the school; promote the agreed vision and aims of the school; to set an example of personal integrity and professionalism; attendance at appropriate staff meetings
16. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Headteacher/Business Manager.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matter

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

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2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal
4. There may be occasions when it will be necessary to cover other Administrative roles within the academy when there are peaks and pressing issues.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Midday Assistant / Playworker**

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|  | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Educated to GCSE standard including English | * Relevant play courses * First Aid Training * NVQ level 2 in Play Work (or equivalent) |
| **Knowledge**  **/ Experience** | Specific knowledge/  experience required for the role | * Experience of working with children aged 4-11 years * Knowledge of child development * Experience of planning stimulating activities for children * Knowledge of health & safety | * Understanding /experience of cerebral palsy in children |
| **Skills** | Line management responsibilities (no.) | * n/a |  |
| Forward and strategic planning | * Ability to prepare stimulating activities for children |  |
| Budget (size & responsibilities) | * n/a |  |
| Abilities | * Ability to work flexibly to meet the needs of the academy and individual children * Ability to plan a wide range of indoor and outdoor age-related activities * Ability to actively contribute to a happy safe and supportive play environment * Excellent interpersonal skills * Excellent communication skills with the ability to communicate positively and effectively to children * Ability to work effectively within a team * Ability to work with minimal supervision * Ability to stay calm under pressure |  |
| **Personal Characteristics** | Behaviours | * Child focused, driven by the purpose to make a positive impact every day * Emotional resilience to challenging behaviour * Demonstrate a commitment to equality * Takes responsibility and accountability * Commitment to Academy aims, ethos & vision * Willing to develop and learn in the role and undertake appropriate training courses |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Enhanced Disclosure & Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |