



The Crescent Primary School
Job Profile: After School Club Play Worker

Job Title: After School Club Play Worker

Hours: 2:45pm – 5.30pm (13 hours 45 minutes a week)

Location: The Crescent Primary School, The Crescent, Selhurst, Croydon CR0 2HA

Reporting to: The Extended Services Manager

Main Responsibilities:

- Assist in preparing the After School Club facilities and activities to ensure agreed high quality standards are met.
- To set up and pack away equipment as needed, in a timely fashion for a 3pm start and 6pm finish.
- To supervise the children as they eat their dinner encouraging social skills; conversation and table manners.
- Provide students with the opportunity to have a variety of free play and structured play – physical activity, creative activities, reading and other forms of support.
- Establish good relationships with children.
- Interact positively with children, encouraging co-operation and mutual support.
- Monitor children's well-being; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Ensure health and safety of children - maintain a register of children attending, ensure students are signed in and out of the club, control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, record all incidents in the incident book ensure children understand action to be taken in case of fire.
- Recognise the importance of an After School Club and the impact it has on pupils learning, attitude to the School and home life. Taking pride in providing enjoyable dinner and activities for pupils.
- Anticipate pupil's needs and make suggestions to support them.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Duties and responsibilities of the post may change overtime as requirements and circumstances changes. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

To contribute as an effective and collaborative member of the School Team:

- Participate in training.
- Undertake first aid and safeguarding training as required.
- Participating in the on-going development, implementation and monitoring of the service plans.
- Attend meetings and team briefings to ensure the policy and procedures of the school are upheld.

Person Specification for After School Club Play Worker

Knowledge and skills:

- Understanding of relevant policies/codes of practice when working with children.
- Awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.
- Effective communication skills.
- A caring attitude.
- Tact and sensitivity.
- Observational skills.
- An approachable style.
- Keen attitude to learn and understand the school's policies, procedures and protocols.
- Ability to work as part of a team and follow instructions.
- Able to react calmly and quickly in an emergency.
- Confidence in dealing with children, maintaining discipline, motivation and ensuring their wellbeing.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to maintain confidentiality at all times.
- Ability to promote the school and extended services when talking to parents, visitors, colleagues and members of the community.

Essential Qualities:

Good time keeping and attendance
Reliable and flexible
Good sense of humor

Desirable:

A minimum NVQ level 2 or equivalent
Level 2/3 play worker qualification
Level 1 food hygiene certificate
Safe Guarding Certificate
Related sports/activity leader qualifications