



OUT OF SCHOOL CLUB PLAYWORKER & PLAYGROUND SUPERVISOR JOB DESCRIPTION

Monday to Friday during term time: 10.00am-6.00pm
For 25 days during the school holidays: 8am to 6pm

- Working within a team of playground supervisors to ensure the safety of the children and promote their well-being at all times
- Assisting in all tasks at the Out of School Club, working closely with the children at all times
- Taking responsibility for the children's health, safety and happiness during morning and lunchtime play sessions, and at Out of School Club
- Under the direction of the Out of School Club Manager, providing support for individual/groups of children through a planned programme of activities
- Promoting excellent behaviour and manners to ensure that the children remain safe, calm and happy
- Ensuring that the children play in the designated areas
- Encouraging the children to play together by modelling positive social skills, instigating and playing games with the children
- Completing any paperwork relating to playtime incidents and assisting the Out of School Club Manager with the maintenance of appropriate paperwork including the attendance register
- Providing basic first aid treatment where appropriate and managing the transference of more serious injuries to the school office
- Preparation of a light meal during the Out of School Club evening session
- Liaise with parents at pick up time, as necessary
- Ensuring that the children transfer from break time to lessons in a timely fashion
- Assisting in escorting groups of children at the end of the day to Out of School Club
- Assisting in the preparation of the Out of School Club base, tidying up and keeping the base in good order, both during and at the end of the session
- Preparing and presenting displays of children's work in the Out of School Club base
- Acting in accordance with the school's policies and procedures, and staying in touch with the latest developments as outlined in the Weekly Bulletin
- Assisting in the implementation of any Individual Education Plans for the children, and helping to monitor their progress
- Meeting with the Deputy Head (Character Development) as required to meet the needs of specific/groups of children, and on matters of pastoral concern
- Undertaking other reasonable tasks as requested which may include, but are not limited to, chaperone duties on the school bus to and from sporting activities; assistance with school trips; organising lost property; escorting pupils around the school site e.g. late arrivals; some basic administrative duties.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.