



POST TITLE: Play Worker	GRADE: Q11-13
RESPONSIBLE TO: Principal/Principal/Headteacher	
DATE: Oct 2018	

Responsible for **No direct reports**

Key liaisons **Multi Academy Trust School staff and leadership teams**
Parents and students
External agencies
Visitors
Governors

Hours of Work **6.25 hours** **Permanent**

PURPOSE OF ROLE –

- Under the direction of the Principal/Headteacher, promote and support a range of active play opportunities during the midday break period, before or after school as appropriate - see job advertisement.
- Responsible for assisting in the planning and preparation of a programme of activities and in the completion of all relevant paperwork and administration.

The post-holder will:

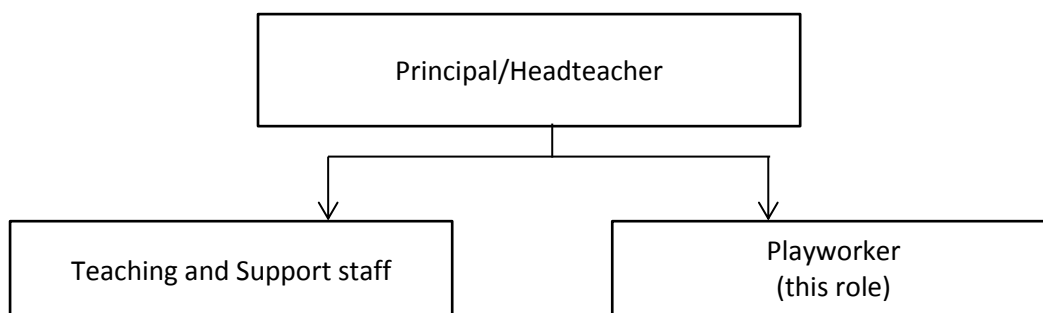
- Provide an excellent pupil supervision service at every opportunity

DUTIES

- Collect children from their classrooms and escort safely to the relevant area of the school, ensuring they have all their belongings where appropriate.
- Assist in planning, preparing and taking part in activities to stimulate and support children's intellectual, physical, social, language, emotional and play development.
- To be responsible for promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour.
- Assist the Play Leader and/or Principal/Headteacher in drawing up monthly programmes encouraging the children's input.
- Where appropriate, to assist in the preparation, serving and clear up of adequate refreshments, having due regard to health and safety in food preparation. To include awareness of the school's healthy school status and policy.
- Set out and clear away equipment, encouraging the children to help as appropriate to promote independence.
- To be familiar with and comply with the school's policies and procedures that impact on the duties of the postholder.

- Work with the Play Leader and/or Principal/Headteacher to ensure the health, safety and wellbeing of children. To include reporting any incidents/accidents to the Play Leader and/or Principal/Headteacher and any issues concerning discipline or health and safety.
- Where appropriate, to help maintain an accurate attendance register, including ensuring children leave the premises with the adult designated on the registration form.
- Responsible for completing the log book and accident/discipline books with relevant information.
- Maintain all supplies of provisions and materials in order to provide a range of activities and appropriate refreshments where necessary.
- To inform the class teacher of any relevant incidents/information at handover time.
- Undertake other relevant duties allocated at the discretion of the Principal/Headteacher or other designated supervisor.

Structure



Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed Trust/school policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Wellsway Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process.

The successful candidate will be subject to a satisfactory enhanced Disclosure and Barring check, a Children’s Barred list check, two satisfactory references, satisfactory pre-employment health screening and for Teachers a Prohibition Check in relation to the children’s workforce to satisfy safeguarding requirements. In some settings a Declaration will be required in order to meet our obligations under the ‘Disqualification under the Childcare Act 2006’.

The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

Person Specification - Playworker	Essential (E) or Desirable (D)
Education	
Proficiency in literacy and numeracy to GCSE level or equivalent	E
A willingness to undertake the NVQ2 in Play work or NVQ2 in Early Years Care and Education	D
Experience	
Working collaboratively as part of a team	E
Caring for children of a relevant age in either a paid, voluntary or domestic environment.	E
Supervising pupils in a school environment	D
Working in line with Health and Safety policies	D
Behaviours	
Interest in children’s development and in a wide range of issues concerning their education and welfare.	E
An ability to relate well to both children and adults	E
Natural communicator	E
Approachable and empathetic	E
Positive attitude	E
Skills	
Good verbal communication skills; able to communicate clearly	E
Ability to prioritise and multi task	E
Good administration skills	E
Knowledge and understanding of the welfare/social needs of pupils during midday break	D
Attributes	
Committed to the Wellsway Multi Academy Trust aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	
Basic knowledge of First Aid or First Aid qualification	D
Able to undertake the physical demands of the role including bending, lifting and stretching e.g. putting out and packing away tables and play equipment, clearing tables, sweeping the floor, clearing up spillages	E
Resilience to work in times of adverse weather conditions e.g. during periods of supervision outside in the playground, there is potential for exposure to heat and cold which on occasions, may be higher than normal.	E
Good sense of humour	E