**Job Profile**

**Out of School Club Playworker**

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| **Job purpose:** | Under the direction of the Club Manager to assist with day to day activities of the club including undertaking work/care/support programmes with individual and groups of children | | |
| **Reporting to:** | Club manager | | |
| **Responsible for** | The delivery of a range of learning activities for children | | |
| **Liaising with:** | Children, parents/carers other members of staff | | |
| **Grade of post:** | SCP 3-4 | **Gauge ref:** | A23513 |
| Disclosure level: | Enhanced | | |

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| **Job Outline** |
| * To provide care and supervision of children at all times, responding to their individual/special needs and ensuring safety and access to out of school hours learning play/activities and safeguarding their health and well being. * To work with the Club Manager to establish an appropriate play and/or learning environment. * To provide detailed specialist provision in particular areas for children as required including personal care and respond to hygiene needs if required. * To be responsible for the preparation and maintenance of equipment and materials necessary for the relevant activity * To establish positive and professional relationships with children, parents/carers, other staff and professionals * To be responsible for own clerical/admin work needed to promote and monitor children’s learning for example, photocopying, basic typing, filing * To promote good behaviour in pupils, dealing promptly with conflict and incidents in line with established policy for out of school hours learning activities * To promote inclusion and acceptance of all children * To provide refreshments whilst ensuring that hygiene, health and safety standards are met |

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| **Other Specific Duties** |
| To carry out the duties in the most effective, efficient and economic manner available.  To continue personal development in the relevant area.  To participate in the school staff review and development appraisal process. |
| **Safety Training**  To undertake Health and Safety Training on areas within your area of work. |

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| **Out of School Club Playworker**  **Person Specification / Selection Criteria** |  |

**A. Experience**

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|  | **Essential** | **Desirable** | **Source**  A = Application  I = Interview  R = References  T = Task/Observation  P = Presentation |
| Experience of working with or caring for children of a relevant age or learning need | E |  | A, I, R |

**B. Training and Qualifications**

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|  | **Essential** | **Desirable** | **Source** |
| NVQ level 2 in playwork/childcare/ or willingness to work towards or equivalent teaching assistant qualification |  | D | A, I |
| Willingness to undertake basic first aid |  | D | A, I |
| Basic level of numeracy and literacy | E |  | A, I |
| Commitment to undertake further relevant training | E |  | A, I |
| Basic Food Hygiene Certificate or willingness to undertake | E |  | A, I |
| To undertake Safeguarding training | E |  | A, I |

**C. Knowledge and Understanding**

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

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|  | **Essential** | **Desirable** | **Source** |
| Understanding of current Government legislation relating to early years and childcare |  | D | A, I |
| Understanding of child development and learning | E |  | A, I |
| Understanding of Health and Safety | E |  | A, I |

**D. Personal Skills, Abilities and Competencies**

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

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|  | **Essential** | **Desirable** | **Source** |
| Ability to work under supervision and as a team member | E |  | A, I |
| Ability to build positive relationships with children, young people and their families. | E |  | A, I |
| Ability to work in accordance with the schools health and safety policies | E |  | A, I |
| Ability to deal with minor injuries |  | D | A, I |
| Ability to prepare simple snacks and/or meals | E |  | A, I |
| Ability to relate well to children and adults | E |  | A, I |
| Ability to use IT to support learning | E |  | A, I |

**E. Legal Issues**

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|  | **Essential** | **Desirable** | **Source** |
| **Legally entitled to work in the UK** | E |  | A, I |