**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 = ApplicationI = InterviewR = ReferencesT = Task/ObservationP = 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 |