

Job Description and Person Specification

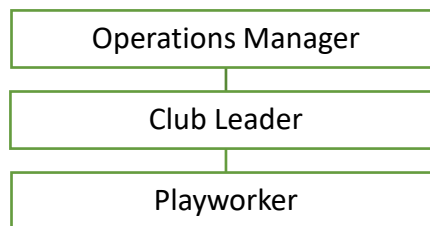
Job title: Club Playworker
School: John Rankin Schools
Hours: Up to 15 hours per week
Contract Type: Full Time, Permanent
Salary grade: Grade B
Reports to: Club Leader / (Operations Manager)
Supervises: n/a

JOB PURPOSE

To provide out of school activities within the Club for children attending the school.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART



MAIN DUTIES AND RESPONSIBILITIES

- Assist the children and young people to access the club within a safe environment
- Respond to the individual needs of the children and young people
- Be part of a team providing a nurturing and stimulating environment
- Lead activities as required by the Club Manager/Leader or Deputy e.g. art activities, cooking, sports or to be responsible for a room where the activity is child led
- Ensure a friendly, positive and supportive atmosphere is maintained by using strategies to support children in managing their own behaviour. To follow any behaviour plans that are used in the Club
- Adhere to any Club Policies and procedures and good working practice under the direction of the Club Manager / Deputy
- Maintain a professional manner following the School Code of Conduct at all times with pupils, staff and families
- Record accident and incidents as required in a timely and accurate manner
- Ensure materials and equipment are kept clean and safe
- Help set up activities and clear away at the end of the session
- Be willing to attend appropriate training sessions
- Maintain confidentiality at all times within the Club and outside this environment
- Participate in staff meetings and evaluation as directed
- Carry out any other duties that may be required or as directed

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MAIN DUTIES AND RESPONSIBILITIES

- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role, treating everyone with fairness and dignity
- Comply with school health and safety policies, procedures and rules

SCOPE (impact on/control of resources, people, money etc)

This role has no budgetary responsibility and no line management responsibility.

PERSON SPECIFICATION		Essential/ Desirable
Qualifications		
NVQ Level 2 Playwork/Childcare or equivalent experience		Desirable
First Aider qualification		Desirable
Experience		
Experience of working with *primary* aged children in a group setting		Essential
Knowledge and understanding		
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities		Desirable
Understanding of children's developmental needs		Desirable
Skills and abilities		
Ability to communicate effectively with children, families and other staff		Essential
Work-related personal qualities		
Actively enjoy working with children and is sympathetic to their needs		Essential
Willingness to work as part of a team		Essential
Flexible approach to tasks		Essential
Other work-related requirements		
Reliable, punctual and have effective time management skills		Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.		Essential