



Playworker – Breakfast/After School Club

Pay Scale	SWAN Support 3
Working Weeks	37 weeks, plus up to 5 In Service Training Days, per year
Responsible to:	Breakfast/After School Club Leader Deputy Headteacher and Headteacher

Note:

This Job Description is intended to provide guidance on the range of duties associated with this role. This job description may be changed by The SWAN Trust to reflect changes in working practices or to undertake additional duties as and when required. It does not form part of the post holder's contract of employment.

Job Purpose

To work as part of the Breakfast/After School Club team to supervise and assist children in activities and games, whilst encouraging good behaviour in accordance with policies and procedures, considering children's individual needs. Support the Breakfast/After School Club leader to ensure the smooth running of the club, ensuring the safety and well-being of all the children that attend.

Key Responsibilities

- Support the Breakfast/After School Club Leader in providing a varied environment, where resources can be accessed appropriately by all children and activities differentiated to ensure the needs of all children who attend are met.
- To liaise with the Breakfast/After School Club Leader and where necessary the Designated Safeguarding Lead (DSL) to ensure children are fully safeguarded.
- Support children to develop independence in all aspects of the club.
- To have regard to the individual needs of each child who attends the club, so they are fully able to participate in the session.
- Encourage children to self-select during snack time, sit at the table with children when required.
- Take responsibility with other staff members for following the club's registration and departure procedures.
- Assist with the setting out and clearing up of club equipment and activities.
- Monitor equipment to ensure it is safe for use.
- Maintain a clean environment in relation to health and safety requirements.
- Support the Breakfast/After School Club Leader to organise resources for the Club and consider any further resource needs and their effective placement with child input.
- Keep appropriate, accurate and efficient records as requested by the Breakfast/After School Club Leader to support children's play and well-being.

Administrative Duties

- Support Breakfast/After School Club Leader in preparing activities for lessons including photocopying, laminating etc.
- Organise appropriate resources in support of activities as requested by the Breakfast/After School Club Leader.



Health and safety

- Promote the safety and wellbeing of children and help to safeguard children's wellbeing by following the requirements of Keeping Children Safe in Education (KCSiE) and the school's child protection policy.
- Provide personal and physical care (this includes nappy changing for early years)
- Look after children who are upset or have had accidents, administer first aid for minor injuries or ensure first aider is notified and takes appropriate action.
- Ensure that children are collected by someone known to the school.
- To be aware of the school's duty of care in relation to staff, children and visitors and to always comply with all health and safety policies

Other Duties and Responsibilities

Commitment to continuous professional development

- Meet with line manager to set and monitor personal objectives and professional development.
- Undertake regular training as required by the school.
- Take responsibility for keeping up to date with school policies and procedures, such as child protection and developments in the School Development Plan (SDP).
- Take responsibility for keeping up with school developments in teaching and learning.
- Review and develop own professional practice.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of children, including sharing concerns where necessary
- Promote the safeguarding of all children
- Report concerns of a safeguarding nature to the DSL and log on CPOMS.

Standards and Quality Assurance

- Support the aims and ethos of the schools.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team meetings and INSET days when applicable.
- Develop expertise through staff development opportunities.
- Be proactive in matters relating to health and safety.

Other

- Undertake any other necessary tasks under the direction of the Breakfast/After School Club Leader, Headteacher or Deputy Headteacher, which are for the good of the school and those within it.

Person Specification

Criteria	Qualities
Qualifications and training	Good standard of general education. Although no formal qualifications are required, a childcare, Playworker or similar qualification at NVQ Level 2 or higher (or equivalent) would be an advantage. First Aid Training is desirable.
Experience	• Experience of working in a school environment with children throughout the primary age range (desirable) • Experience of working with children with special educational needs (desirable)
Skills and knowledge	• A good standard of grammatically correct spoken and written English. • Good general knowledge and ability to set tasks into contexts of pupil interests (desirable) • Ability to work effectively and professionally within a team of adults. • Ability to efficiently understand and follow direction from the club leader or leadership team, using initiative. • Ability to relate well to children, establishing empathy and a good rapport, always maintaining mutual respect. • Ability to motivate children to use positive behaviour management strategies with individuals and in groups. • Be enthusiastic, honest, reliable and hardworking with a 'can do' attitude. • Able to work under pressure and to multitask. • Able to apply a solution-based approach to problem solving. • Carry out all responsibilities within an equal opportunities' framework.