

## Job Description

<b>Job Title:</b>	<b>Playworker</b>
<b>Salary/Grade:</b>	<b>Staffs 3</b> <b>Scale Point 3-4</b> <b>£24,795.47 – £25,184.97 (37hrs FTE)</b>
<b>Working Hours</b>	<b>Part time: 12.5 hours per week</b>
<b>Academy/Site Name:</b>	<b>Pye Green Academy</b>
<b>Location/Address:</b>	<b>Rose Hill, Hednesford, WS12 4RT</b>

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

### Purpose of the Post

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- Help plan a range of suitable activities for children with an age range of 4 - 11 on a half-termly basis.
- Treating all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care.
- Motivating and encouraging the children to participate in activities.
- Helping to promote the children's self-esteem.
- Encouraging acceptance of children with special needs.
- Ensure a clean, tidy environment conducive to fostering good Health and Safety practice.
- Follow statutory and non-statutory policies and procedures required for the efficient running of the club.
- Support Play Leader in maintaining Ofsted standards of care.
- To help prepare nutritional snacks for children.
- Ensuring the welfare and safety of children within our care.
- Promoting good behaviour within the group.
- To be ready at all times for emergency situations.

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff; Newly Qualified Teacher's and volunteers to share this commitment.

This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Responsible to: The postholder is responsible to the Play Leader/Business Facilities Manager/Deputy Headteacher/Headteacher.

Duties and responsibilities:

**Duties and responsibilities attached to this post are as follows:**

1. **Safe Working Practices for Adults working with Children**- It is the responsibility of each employee to carry out their duties in line with GLP's ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.
2. **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the University's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
3. **Equality and Diversity** – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department/unit.
4. **Health and Safety** - The post holder must at all times carry out his/her responsibilities with due regard to GLP's policy, organisation and arrangements for Health and Safety at Work.
5. **Flexibility** - All staff within the GLP Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

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**General Data Protection Regulations** - The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

**Fluency** - This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.


**Equality and Diversity** – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department/unit.

**Health and Safety** - The post holder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

**Flexibility** - All staff within the Greenheart Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

This job description reflects the present requirements of this role. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

<b>Developed by:</b>	Sarah Yates	<b>Date of issue:</b>	28.04.23
<b>Signature of Postholder:</b>		<b>Date of signature:</b>	28.04.23