

# Role Profile & Person Specification



<b>Job Title:</b>	Extended School Playworker
<b>Responsible to:</b>	Headteacher
<b>Terms and Conditions:</b>	Scale C
	8.75 hours per week
	3:15pm – 5:00pm Monday to Friday

## Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

## Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

## Core Purpose

Supervision of children in After School Club – as directed by the Headteacher in order to ensure the safety and good behaviour of the children at the club

## Key Areas of Responsibility

- Preparation of snacks and supervision of the children whilst eating to ensure that a good atmosphere is maintained
- Maintenance of a calm, purposeful and positive environment
- Ensuring the safety of children at all times
- Signing out of children safely to their nominated parent/carer.

We are part of...

**WENSUM**TRUST

FOR CHILDREN, FAMILIES AND COMMUNITIES

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- Facilitate a rotation of fun activities that may include baking, computing, arts and crafts and physical games
- Ordering stock and stock management including date checking

## Safeguarding

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## Health and Safety

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Co-operate with the employer on all issues to do with Health, Safety & Welfare.

## Continuing Professional Development

In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments.

Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown but, in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

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## Person Specification

	Essential	Desirable
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>● Relational</li> <li>● Self-aware</li> <li>● Curious</li> <li>● Accepting</li> <li>● Empathetic</li> <li>● Reflective</li> </ul>	
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>● GCSE or equivalent in English and Maths</li> <li>● First Aid</li> <li>● Food Hygiene</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Working with children</li> </ul>	<ul style="list-style-type: none"> <li>● Working in a school environment</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>● Able to work as part of an effective team and support high standards of behaviour.</li> <li>● Ability to communicate effectively with colleagues, parents and children.</li> <li>● Able to work on own initiative.</li> <li>● Interest in play based activities to engage children</li> <li>● Flexible and responsible approach</li> <li>● Shows personal commitments to safeguarding and promoting the welfare of all children</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>● The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential to the post.</li> </ul>	