



## Job Description – Out of School Club Playworker

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedure and Manor Wood Primary School's Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

**Post Title:** Out of School Club Playworker

**Pay Grade:** National Joint NJC A1, scale point 2 pro-rata.

**Post(s) to which directly responsible:** Extended Services Manager, Headteacher

**Purpose of post:** To fulfil the role of the Out of School Club Playworker and work in liaison with the club manager and senior staff to plan and deliver safe appropriate care activities and snacks for children attending the after-school club.

### Responsibilities:

- Liaison with the manager to establish positive learning and social relationships with children, acting as a role model and setting high expectations;
- Liaison with the manager to provide good information to parents about activities and their child in the care club setting;
- Liaison with the manager to promote the inclusion and self-esteem of all pupils within the care club setting;
- Liaison with the manager to support children in a caring environment whilst recognising and responding to their individual needs;
- Encourage children to interact and play cooperatively with others;
- Promote independence and recognise and reward positive actions / behaviours;
- Ensure good behaviour is promoted and rewarded at the Breakfast Club;
- Liaison with the manager and be responsible for passing on appropriate information;
- Ensure a safe and caring environment in line with national and local guidelines.
- 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;
- Liaison with the manager to ensure all pupils have equal access to opportunities to learn, play and develop;
- Contribute to the overall ethos/work/aims of the school and trust;
- Participate in training and other learning activities as required;
- Liaison with the manager and support staff to liaise sensitively and effectively with parents/carers and maintain confidentiality in all discussions / communications with parents.

### **Relationships**

The post holder will be required to work flexibly to deliver an effective service.

There will be regular contact with school pupils, colleagues, and other members of staff, parent/carer(s) and other external stakeholders.

### **Physical Conditions**

This post is currently based at Manor Wood Primary School.

During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy Trust schools.

Manor Wood Primary School is accessible to disabled persons

Manor Wood Primary School operates a non-smoking policy.

### **Economic Conditions**

Nature of Appointment: Permanent appointment, subject to a 6-month probationary period.

Grade: National Joint Council pay scale point 2. Pro-rata.- £12.26 per hour

Annual Leave: Term-time only positions do not have contractual entitlement to annual leave.

Hours: Term-time only working, combination of hours between 7:30am and 8:45am and 2:45pm and 6:00pm Monday – Friday. There may be the possibility of additional hours in the school holidays.

Conditions of Service: National Joint Council conditions apply.

### **Prospects**

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Manor Wood encourages training both “in-house” and external to meet the needs of the individual and of the service.

### **Qualifications**

Essential: GCSE English, Maths and Science qualifications at Grade C minimum (or equivalent).

Desirable: NVQ Level 2. Training in relevant issues, e.g., health and safety, care standards, basic first aid.

**Job Description Prepared/Reviewed by: Claire Prior**

**Job Description Approved by: Carmel Barton**

**Employee Specification:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Able to communicate effectively with a wide range of people			A and I
Able to work flexibly as part of a team and show initiative			A and I
Able to prioritise work to meet conflicting deadlines			A and I
Able to demonstrate good numeracy and literacy skills			C

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Knowledge/qualifications demonstrating ability in numeracy and literacy			C
NVQ Level 2 certificate			C
Training in areas relevant to working with children e.g. health and safety, care standards, basic first aid			C

EXPERIENCE	Essential	Desirable	MOA
Experience of dealing with queries from a wide range of people			A and I
Experience of participating in teams			A and I
Experience in the use of Microsoft Office products			A

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by Owlcoates Multi Academy Trust policies in the duties of the post and as an employee of the Trust.			A and I
Will carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies			A and I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives			A and I
Ability to respect sensitive and confidential work			A and I
Commitment to own personal development and learning			A and I

Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**