

# Job Description



Three  
Spires  
TRUST

*'Life in all its fullness'*

Academy	St Giles & St George's CofE Academy
Position	Play Worker (Care Club)
Salary	TST Grade 3 SCP 5
Contract	Part-time, permanent, term time only (Tuesdays & Thursdays 3.30-5.45pm)
Responsible to	Senior Play Worker

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

## Statement of Purpose

To work under the direction and instruction of senior staff to help provide safe and stimulating care for children.

## Support to Pupils

- Help plan a range of suitable activities for children with an age range of 3 - 4 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.

## Operational Responsibilities

- To support and uphold academy policies.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the academy day.

Post holder signature	
Principal signature	
Date	

## Person Specification

Essential Criteria	Measured by
<b>Experience</b> <ul style="list-style-type: none"> <li>• Good Interpersonal skills.</li> <li>• Experience of working with children.</li> </ul>	Application form / Interview
<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising and prioritising skills.</li> <li>• Awareness of health and hygiene procedures.</li> <li>• Demonstrate and assist in the safe and effective use of materials and equipment.</li> <li>• Ability to communicate effectively using various methods.</li> <li>• Able to work flexibly to suit client needs.</li> </ul>	Application form / Interview
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>•</li> </ul>	Application form / Interview
<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener</li> <li>• Takes responsibility and accountability</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</li> <li>• Is committed to the provision and improvement of quality service provision</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive</li> <li>• Communicates effectively</li> <li>• Has the ability to learn from experiences and challenges</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	Application form / Interview

*Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:*

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*