

Draft JD: OOSC playworker

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Job purpose:

To support the safety and welfare of pupils during out of hours provision, involving supervision alongside actively promoting and engaging with play opportunities for pupils

Draft outline:

Duties and Responsibilities

General Duties

- To promote and be aware of the values and aims of the School
- To set an example of personal integrity and professionalism in line with the MAT Code of Conduct
- To be familiar and comply with the risk assessments and Health and Safety Policies, alongside the Safeguarding Policy and School Behaviour Policies
- To have due regard for the safeguarding and the promotion of welfare of children and young people, following the Safeguarding and Child Protection Procedures adopted by the School.
- To report and record issues arising where a safeguarding concern, a behaviour pattern or a wellbeing need is identified or suspected via the school procedure
- Attendance at necessary training sessions (prior notice of any outside of the usual working hours will be given)
- To be proactive in raising concerns arising throughout the out of hours provision in order for action to be taken e.g. where a staff member has not arrived as expected or a unexpected change arises
- To be familiar with the fire safety systems and procedures, alongside Lockdown procedures and your role/duties within these to ensure safety at all times
- Where changeovers of staff occur, be proactive in ensuring that all areas are covered and be prompt in arriving/leaving to release other staff

- Along with the other out of hours staff be responsible for checking the environment and resources, reporting any issues arising promptly and risk assessing incidents arising as appropriate
- To ensure all pupils are treated equally and fairly, with due regard to cultural and religious aspects as needed alongside any racism, sexism or inappropriate language encountered
- To ensure all pupils are encouraged to participate in all activities and challenge stereotyping of pupils

Behaviour Management / Wellbeing Support

- To engage with and promote the pupil reward systems in place within the provision
- To promote and maintain order and discipline alongside the other out of hours staff
- Ensure incidents arising within the out of hours provision are dealt with or referred to a line manager, for example, fighting or unruly behaviour, such as bullying
- Ensuring a calm atmosphere and good behaviour from pupils within the provision
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- To ensure strong communication skills are used to actively listen and build positive relationships with pupils ensuring they feel listened to and supported through your interactions
- To adapt styles of communication and interaction to support children with additional needs, being proactive in seeking advice and help where needed
- To use de-escalation and positive reward strategies to ensure school policies are followed for behaviour when needed, diffusing situations and liaising with other staff as needed
- To be aware of changes within friendships and support pupils with any wellbeing needs developing
- Through supervision, be aware of vulnerable pupils and be vigilant in supporting their needs
- Actively observe the area for pupils who may be lonely, upset, sad or need support and be proactive in engaging with these pupils and passing on concerns via the procedures used in school

- Be aware that out of hours provision is less than formal than classroom settings and pupils may need opportunities to be quiet or have less structured provision with a level of choice

Food Safety and Hygiene

- Where appropriate, assist/supervise with general hygiene requirements prior to pupils eating
- Encouraging pupils to eat, including those who require additional support such as special educational needs and specific eating needs
- Ensuring pupils with allergies, dietary or medical needs are known, identified (e.g. wearing designated allergy demarcation such as lanyard / coded on register to identify need) and supported to comply with information known and school policies
- Assisting pupils with food, e.g. cutting / opening packets and ensuring water is poured and available to all
- Encourage and model good manners and table habits through the use of cutlery and appropriate eating behaviours
- To maintain a clean, healthy and enjoyable environment, including the regular wiping/mopping/brushing of furniture and the floor to ensure it is safe and hygienic.
- To deal with any specific spillages prompt and in line with risk assessments and Health and Safety Policies

Out of Hours Supervision

- To collect and escort pupils to the provision from the designated collection point as appropriate and ensure handover to receiving adult at the end of the provision e.g. Class teacher / Parent or Carer
- Liaise with school/classroom staff / parents or carers to pass on any messages from the school day / home
- Ensure prompt arrival to receive pupils, so no pupil is left unsupervised on the site, organising transitions between staff to ensure ratios remain satisfactory
- Where appropriate assist/supervise with general hygiene requirements during the out of hours provision such as washing/changing clothes as needed

- To listen and be proactive with any pupils reporting illness or accidents which could have caused an injury to ensure medical treatment and supervision is sought.
- To be aware of the designated First Aiders and where they are based, ensuring any pupil requiring treatment or medical assistance is seen promptly, supervised and dealt with in accordance with the policies.
- Ensure recording of medical/injury concerns takes place (via the school system used) for any pupil the employee is involved with the treatment of. This can be through being responsible for ensuring another member of staff completes this and that parents/carers are informed
- To check all pupils are adequately dressed and prepared for the weather arising, e.g. wet weather, hot weather or cold weather
- Ensuring the site remains secure with pupils understanding where they should and shouldn't be and providing appropriate challenge where pupils are choosing not to follow instructions and monitoring areas such as toilets where incidents could arise
- To be vigilant in any areas of the site where contact with the public could occur e.g. periphery fencing

Activity Provision

- To ensure activities are planned and prepared which promote enjoyment, are purposeful and safe
- Activities should be available and set up promptly for the pupils to access when needed
- To promote effective play and learning opportunities through a variety of play/ activity types, different pupil groupings, resources and use of space
- To remain vigilant when supervising and dynamically risk assessing situations as they arise and taking appropriate action
- To adhere to specific risk assessments where higher risk activities are planned such as sports/cooking/design and technology
- To supervise and control pupils when inside with the same level of vigilance as when outside, ensuring high standards of behaviour and a calm, enjoyable recreational environment
- To ensure pupils are occupied through a variety of games and activities enabling pupils to socialise, interact and enjoy the planned provision
- To know which resources are available for use and where they are kept for out of hours provision

- To plan and supervise a range of appropriate, age planned activities for children, liaising with other colleagues to coordinate and resource the provision
- To support pupils to be independent through scaffolding tasks and considering accessibility, adapting where necessary
- To ensure any resources used during the out of hours provision are returned to the designated areas and are available / replaced as needed (stock control)
- To know and share with the pupils, the scheduled activities for the day/week ahead
- To feedback to the manager of the out hours provision how the activities have progressed, next steps and changes that may be needed
- To assist in the communication and provide updates to the parents/carers about the provision