



Job Description Playworker

Job Title: EYFS Playworker

Salary Range: Band B

Hours of Work: 1pm-3.15pm

Responsible to: Headteacher

Introduction:

This job description and person specification relates to the role of Early Years Teaching Playworker at St Anthony's Catholic Primary School who are now part of Our Lady and All Saints Catholic Multi Academy Company.

Core Purpose:

To support the class teacher in providing and promoting an environment suitable for the educational and social needs of children at various stages of development, in order to help them attain their full potential.

Key roles

1. Provide a high standard of support in order to raise the quality of learning and pupil achievement across all subject areas
2. Undertake personal professional development and contribute to whole-school improvement and School Self Evaluation

Main Areas of Responsibility:

Under the direction and supervision of a qualified teacher

- Assist pupils with integration into the normal routine of the classroom.
- Plan, prepare, evaluate and modify lessons and work plans
- Assist in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- Mark, monitor and evaluate pupils' work and responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Preparation of displays of work for and from children creating a stimulating learning environment
- Attend staff meetings, parental consultations and other school events as required.
- Contribute to the overall ethos, aims and work of the school, working with colleagues to develop a positive learning and working environment.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise with parents/carers as agreed with the teacher and participate in feedback sessions/meetings with parents.
- Assist children with personal hygiene routines.
- Deal with minor accidents and administer first aid.
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin supports e.g. administer coursework; produce worksheets for agreed activities etc.
- Take class register.
- Supervise children during playtimes, on visits, trips and out of school activities as required.

People

- The job involves no direct responsibility for the supervision, direction or coordination of other employees within the school situation.

Safeguarding

- The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or comes into contact with.

Buildings & Equipment

- Responsibility for the correct use and handling of equipment. Some responsibility for ensuring that the correct equipment/resources are available for pupil use.

Health & Safety

- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

Policies & Procedures

- The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Other Conditions

Mobility

- Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.

Equal Opportunities

- School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

Variations to Job Descriptions

- Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

Training and Development

- The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Core Qualities & Leadership Framework

- The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

St Anthony's Catholic Primary School, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory pre-employment checks including two suitable references, evidence of Right to Work, Medical Clearance and where applicable a prohibition

check and evidence of qualifications. All successful candidates will be required to present their birth certificate along with evidence of any name changes.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information can be found in the DBS filtering guide.

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

An online search will also be carried out as part of due diligence on all short-listed candidates.

We reserve the right to close the online vacancy when we are in receipt of sufficient applications. Therefore, should you wish to apply for this post you are advised to complete and submit your application form as soon as possible.



Person Specification

Playworker - Child Specific Post

	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Basic Literacy, Numeracy and ICT skills	*	
NVQ Level 3 equivalent	*	
Someone who is committed to the Catholic ethos of the School	*	
Recent and relevant training relating to Early Years	*	
Further CPD/training opportunities		*
SKILLS & ABILITIES		
Ability to work as a committed member of the school team	*	
High level of interpersonal and communication skills	*	
Ability to support the planning and assessment of the curriculum for Primary pupils	*	
Capacity to take initiative and move things forward	*	
Ability to form good relationships with all members of the school including parents	*	
Ability to work in partnership with class teacher and other colleagues and to work in a professional capacity and contribute to professional dialogues	*	
Ability to contribute to IEPs		*
Good levels of ICT		*
EXPERIENCE		
Commitment to whole school ethos	*	
Successful recent experience of working with Primary pupils		*
Commitment to or recent successful experience of working closely with parents		*
Evidence of successful achievement in a school setting		*
Experience of supporting or working with a child with Special Needs		*
KNOWLEDGE		
Knowledge of current and proposed Primary curriculum	*	
Knowledge of SEN Code of Practice and how it relates to the classroom	*	
Knowledge of National agenda and documentation		*

Knowledge of local initiatives		*
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OTHER REQUIREMENTS		
An ability to demonstrate on a consistent basis the school's aims values and professional principles	*	
A positive and optimistic outlook	*	
Willingness to support wider Catholic ethos of the school	*	
Commitment to Equal Opportunities	*	
Flexibility, determination and the highest expectations of work and behaviour	*	
Demonstrates initiative	*	
Contributes to the wider school community and extra-curricular	*	
Passionate about education	*	
High expectations for pupils, self and staff	*	
A willingness to attend staff meetings where appropriate	*	
A commitment to confidentiality	*	
A commitment to safeguarding	*	
Determination to make a difference	*	