



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>Job Title:</b>	Playworker – Breakfast Club
<b>Location:</b>	Across the Trust (based at Sherford Vale School and Nursery currently)
<b>Grade/salary:</b>	Devon Grade B £3362.18 Pro Rata (£24,796 FTE)
<b>Hours:</b>	6 hours per week 7:30-8:40am Monday - Friday 38 weeks per year
<b>Reports to:</b>	Mrs Laurie Archer - Headteacher
<b>Key relationships:</b>	Senior Leaders, Class teachers and Teaching Assistants

### Job Purpose

The Playworker supports the effective operation of the trust and works to uphold and promote its vision and values.

The Playworker supports in providing a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of leisure activities for children between the ages of 3 and 11.

### Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
3. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
4. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
5. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.
6. To be committed to promoting and safeguarding the welfare of children.
7. Activity Planning
  - To provide a safe, creative and appropriate play opportunities for a range of age groups
  - Preparing activities, organising programmes/ themes and arranging equipment.
  - To ensure that all activities are inclusive for all children to take part in.
8. Liaison
  - To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs.
  - To encourage parental involvement and support through the development of effective working relationships.
  - To consult with the children and involve them in the planning of activities.

- To share good practice with other Playworkers as needed.
9. Supervision and care of children
    - Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
    - Ensure that risk assessments are completed prior to commencing activities with children.
    - Ensure that food preparation and handling within the setting is carried out within the guidelines of the Food Safety Act.
    - Where food is provided, to ensure that it is balanced and healthy in accordance with recommended dietary requirements.
  10. Direct Playwork
    - Support the Playworking in planning a wide range of creative, stimulating, appropriate and fun activities; Sherford Vale School Playleader
    - Consult with the children to plan activities they are interested in.
    - Ensure that play meets the full range of children's individual and group needs.
    - To fully support inclusive practice and ensure that all children can be involved in the activities offered if they wish.
  11. Other
    - To undertake continuous professional development, including short courses and qualifications relevant to playwork;
    - To promote the aims and objectives of the setting.
    - To understand and adhere to Setting policies, procedures and standards at all times.
    - To ensure the setting offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times.
    - To assist with the preparation and maintenance of materials and equipment.
    - Recording accidents in the accident book.
    - Ensure children are collected in strict accordance with the Setting's Child Collection Policy.
    - To ensure the setting offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development.
    - To ensure confidentiality within the setting at all times.
    - To participate in activities which fall outside normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

**PERSON SPECIFICATION**

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
<b>VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	X		X
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	X		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	X		X
<b>Integrity:</b>			
Acting always in the interests of children and young people,	X		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	X		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	X		X
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	X		X
<b>QUALIFICATIONS:</b>			
Good Literacy and Numeracy Skills	E	X	X
Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	E	X	X
Willingness to participate in other development and training opportunities	E	X	X
<b>EXPERIENCE:</b>			
Working with or caring for children of relevant age, working in a school setting	E	X	X
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
Ability to relate well to children and adults	E	X	X
Ability to work constructively as part of a team, to understand the classroom roles and responsibilities and to understand own position within these	E	X	X
Paediatric First Aid	D	X	X