

St Luke's C.E. Primary School
Acre Road, Kingston-upon-Thames,
Surrey KT2 6EN

Tel: 020 8546 0902

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JOB DESCRIPTION

After School Club Playworker

COMMENCEMENT: As soon as possible

CONTRACT TYPE: Part time, term time only

SALARY: £15.03 per hour

HOURS: 3:00pm – 6:00pm Monday to Friday (15 hours per week)

Job Purpose

To work as part of our after school club team, ensuring the play provision sessions are safe, stimulating group play, and provide for the needs of the children.

Main Duties and Responsibilities

This will involve:

- Supervising children, having particular regard to their safety, well-being and happiness.
- Encouraging safe, inclusive play and positive behaviour.
- Work within the requirements of all school policies and procedures relevant to the care of children after school, and where relevant.
- Work with individuals and groups of children to support extra curriculum learning, i.e. homework.
- Establish productive working relationships with children, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all children within the play provision.
- Carry out all responsibilities and activities within an equal opportunities framework.
- Ensure that relevant CPD takes place as necessary with regards safeguarding, food preparation, H&S, first aid etc.

Principal Responsibilities

Activities:

- Preparing and delivering play based activities appropriate for the range of children attending the club.
- Manage an appropriate learning environment and resources.
- Encourage inside and outside activities, ensuring children are safe and playing appropriately, encouraging team building, co-operation and self-esteem.
- Ensure the provision of a quiet area for homework, reading, etc.
- Support children in clearing away resources efficiently, encouraging responsibility, teamwork and respect for the shared environment.

Safety & Compliance:

- Report and record any concerns of a safeguarding nature to the DSL or Deputy DSL.
- Retain confidential information regarding parental and child circumstances.
- Use the school CPOMS system to record any incidents or concerns about children.
- Administer and record first aid treatment in line with school policy.

Food & Hygiene:

- Assist with the preparation of a light tea.
- Encourage children to try a reasonable range of healthy foods and monitor children on special diets.
- Assist with hygiene routines (hand washing etc... following activities, where necessary) for the wellbeing of the children.
- Promote good table manners while encouraging positive social interaction and maintaining orderly behaviour.
- Tidy all resources away, ensuring all are in working order and safe to re-use.

Procedures:

- Update registers, take register at the start of each session and ensure all children are signed-out at the end of each session.
- Ensure all doors are locked and direct all visitors to the school office to follow visitor procedure.
- Be committed to the safeguarding of children and willing to promote the welfare of children at all times.

Additional responsibilities:

- Any other duties as required and negotiated with the Headteacher which are deemed reasonable and in line with the general intentions and responsibilities of the role.
- Attend meetings as appropriate. (Additional pay can be claimed if agreed by Headteacher in advance)