



Talbot Primary School Playworker Job Description

Purpose of job

To provide care and supervision for pupils out of school hours. To assist the team in the delivery of age and need appropriate activities Work in partnership with parents, carers and teaching staff to improve access and develop opportunities for children to play whilst promoting their wellbeing.

Expectations

- Contribute to the delivery and supervision of a quality play provision within the school whilst ensuring all activities are carried out in a safe, creative and appropriate play environment.
- Acting as a role model, will establish productive and constructive working relationships with children, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all children have equal access to opportunities to play, learn and develop.
- Will develop and maintain good relationships and communications with parents; encouraging parental involvement where appropriate.
- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

Responsibilities

- Ensure that all the equipment required for the session is set up before receiving pupils such as, putting the tables and activities out
- Prepare food, such as clean and chop fruit, make toast or other simple snacks as directed
- Supporting pupils while they eat snacks/meals cutting up food for pupils and making sure tables are clean and that water is available

- Ensure the health and safety of children in your care at all times, such as know who has gone to the toilet and ensure any potential dangers such as spillages are cleaned up etc.
- Ensure standards for healthy eating and table manners are maintained
- Lead the children in the establishment of suitable games/activities, ensuring the inclusion of all pupils
- Report accidents to the manager and complete an accident form if necessary
- To treat all information relating to families as confidential
- Ensure that school behaviour management policies are implemented
- Support the work of other extended services workers
- Support induction and training of new staff as required by the manager
- Respond to duty delegation as required by the manager
- Record inappropriate pupil behaviour and convey serious incidents to the manager
- Ensure that all equipment is cleaned and stored away, as necessary at the end of the session
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

Relationships

The postholder will be required to work flexibly to deliver an efficient Service. There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at Talbot Primary School Talbot Primary has access by stairs and ramps and is accessible by disabled persons This post is subject to an enhanced Disclose and Barring Service check. The school operates a non-smoking policy

Prospects Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder. Training The school encourage

Job Description Prepared/Reviewed by: P Gill Date: March 2020

Job Description Approved by: Governing Date: March 2020 Board

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Ability to relate well to children and adults	*		
Ability to work constructively as part of a team	*		
Ability to maintain a safe, calm and happy approach	*		
Basic Numeracy skills	*		

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Working with or caring for children of relevant age	*		
Basic childcare and health and safety knowledge	*		
Appropriate knowledge of first aid		*	
Participate in development and training opportunities	*		
GCSE C+ English & Maths NVQ Levels	*		

EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people	*		
Experience of working as part of a team		*	
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate