

Polehampton CE Infant School

Polehampton CE Junior School

Let your light shine (Matthew 5:16)

Gratitude - Friendship - Perseverance - Forgiveness - Honesty - Compassion

Job title	Nursery Playworker	Employer	The Keys Academy Trust
Responsible to	Wraparound care supervisor, EY teacher/lead, Senior Leadership Team	Grade/salary range	G3 SP5-6 G4 SP7-11 (depending on experience)
Employment status	To be confirmed in the contract upon appointment.	Hours of work	To be confirmed in the contract upon appointment.

Scope		
Financial Accountabilities	NONE	
Budgets directly controlled	N/A	
Budgets monitored on day-to-day basis	N/A	
Staff Responsibilities	NONE	
Number of employees managed/supervised	N/A	
FTE for the number of employees above (total)	N/A	
Management of Physical Assets	NONE	
Nature of physical assets directly controlled	N/A	
Details of service contracts managed	N/A	

Job Description

Main job purpose

Responsibility for assisting the day-to-day activities of the OSC and supporting the continued provision for an engaging, safe and caring environment. In particular to the role:

- Assist with the day to day activities of the club in providing a caring, secure environment, through individual attention and group activities within the framework of the school's policies and procedures.
- To provide a high standard of physical, emotional, social and intellectual care for children in the setting.
- To work as part of a team in order to provide an enabling environment in which all individual children can thrive.
- To ensure the health and safety of children during the sessions.

Provide a high-quality experience

- Prepare for (and, in some cases, plan with support) and deliver planned high-quality play opportunities within a safe and caring environment for EYFS children (indoors and outdoors).
- Supervise pupils in their play, including engaging and interacting with the pupils.
- Prepare and provide refreshments guided by the OSC Supervisor/Manager, ensuring hygiene as well as general health and safety standards are met.
- Record the achievements of pupils (especially EYFS pupils in accordance with EYFS expectations).
- Set up and clear away activities, toys, tables, chairs, cutlery etc.
- Wash dishes, cutlery, containers etc.
- Clean floor, surfaces, cupboards, tables, toys and equipment.

- Administer first aid when necessary.
- Undertake appropriate and relevant training to include safeguarding and first aid.
- Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder.
- Read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting, including safeguarding and confidentiality.
- Participate in the collection and safe escorting of pupils from school to the OSC location as required.
- Attend where appropriate, staff training and after club meetings.

Behaviour

- Help promote pupils' good behaviour (including following the agreed behaviour policy).
- Build and maintain successful relationships with pupil, treat them consistently, with respect and consideration.
- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy.
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour.
- Support pupils with their independence and self-esteem when carrying out activities.
- Use the therapeutic approach to support positive pupil behaviour.

Impact on the wider school

- Promote and support the principle that all staff are leaders of learning.
- Have high expectations of all pupils.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- Liaise with staff to ensure smooth transition from one phase to another.
- Support with events, such as helping clear up from an event in the transition between end of school day and OSC or aiding the set up for an event at the end of OSC.

Other professional requirements

- Maintain excellent relationships with parents/carers and other family members.
- Record and inform parents of any incidents or accidents relating to their child/ren, following the correct set procedure/s.
- Liaise with school staff to share safeguarding, behavioural and any other information that requires sharing.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students.
- Take responsibility for own professional development and duties in relation to school policies and practices.
- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies.
- Contribute to, and support the work of, other supporting adults within the school (e.g. SENDCo).
- Undertake any other duties commensurate to the post, as allocated by the Headteacher or designated line manager/s.

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to adhere to the following at all times:

- Contribute positively and effectively to keeping children safe in education by following the school's procedures

and policy.

- Provide a safe environment for children and young people to learn in.
- Identify children and young people who are likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.
- Act in a professional and appropriate manner with regard to safeguarding and conduct at all times.
- Ensure compliance with fire safety and other health and safety expectations.

Person Specification

Qualifications and Training	Essential	Desirable	MOA
Maths and English skills, appropriate to the age range.		x	A/C
Good standard of general education.	x		A/C
NVQ 3 or similar qualification.		x	A/C
Knowledge of basic first aid/health and safety, or willingness to learn.		x	A/C
Safeguarding training	x		
Competence Summary	Essential	Desirable	MOA
Skills / abilities			
Good questioning skills.	x		A/I/R
Good observation and assessment skills.	x		A/I/R
Excellent communication and interpersonal skills.	x		A/I/R
Maintain confidentiality at all times.	x		A/I/R
Understanding of the wider community and willingness to engage with out-of-school activities (e.g. school fayres).	x		A/I/R
Ability to engage with children and enable them to play effectively.	x		A/I/R
Ability to cope with personal hygiene needs and respond sensitively to pupils needs.	x		A/I/R
Ability to use basic technology, e.g. iPad, camera, photocopier, video recorder, computer.	x		A/I/R
Experience	Essential	Desirable	MOA
Some experience of working/dealing with children	x		A/I
Experience of working in a team environment	x		A/I/R
Personal qualities	Essential	Desirable	MOA
Ability to work constructively as part of a team.	x		A/I/R
Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils.	x		A/I/R
Calm under pressure, adaptable and energetic.	x		A/I/R
A kind, warm and caring person.	x		A/I/R
A good listener and sensitive to pupils' needs.	x		A/I/R
A sense of responsibility and purpose.	x		A/I/R
Positive behaviour management.	x		A/I/R
A good sense of humour and a positive outlook on life and challenges.	x		A/I/R
Flexibility and use of initiative is very important.	x		A/I/R
Special factors			
Ability to guide children through their learning, focussing on skills learnt rather than work completed.	x		A/I/R
Possess relevant skills to undertake general clerical/administrative tasks.	x		A/I/R
Work-related Personal Requirements	Essential		
Committed to equality of opportunity.	x		A/I/R

Other Work Requirements	Essential		
A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required.	x		A/I/R
Suitability to work with children.	x		A/I/R
Participate in training and development activities.	x		A/I/R

Key: MOA=Method of Application, A=Application, I=Interview and assessment, R=Reference, C=Certificate