



ST. JOHN'S WALHAM GREEN CE PRIMARY SCHOOL

"Love one another"

Job Description:	Playworker
Salary Scale:	Scale 4, Spine Point 18 (£11.48 per hour)
Working Week/Hours:	Term time only, 3.15pm – 6.00pm, Monday to Friday, (13.75 hours per week)
RESPONSIBLE TO:	Senior Playworker

PURPOSE

To deliver afterschool care and holiday provision activities for children aged 3 to 11 years old. Provide for the social, emotional, physical and recreational needs of children by establishing and maintaining a safe, creative and stimulating environment for child's play. To provide appropriate activities for children, reflecting an understanding of the child's individual development.

Work co-operatively with parents/carers, staff team and other professionals to ensure that the care and play needs of children are met. Undertake all duties within and according to the school's policies, rules and regulations and in accordance with management instructions. Promote positive values and attitudes in line with the school ethos.

MAIN DUTIES AND RESPONSIBILITIES

1. Promote children's development through interaction using a wide range of activities, including arts, crafts, games, sports, drama & music. Particularly in terms of curriculum support incorporating study support and early learning goals for children.
2. Plan in conjunction with the staff team, a daily programme of activities to reflect a learning environment and addressing individual children's development needs.
3. Ensure that the programme of activities is fun, varied and exciting.
4. Be responsible for the safeguarding, welfare and supervision of children during on and off site activities; this includes outings.
5. Contribute to the promotion of anti-discriminatory practice in terms of race, gender and disability.
6. Participate in the planning and organisation of the provision programme.
7. Participate in promoting and publicising the site's activities

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Headteacher: Ms. Barbara Wightwick

8. In the absence of the Senior Playworker, ensure the effective and efficient running of the provision.
9. Ensure that the building and the site are clean and secure and that all equipment is well maintained and in a safe condition.
10. To provide and prepare a healthy and balanced meal for the children, in line with the school's healthy eating policy.
11. To undertake administrative and financial duties appropriate to grade and adhering to the school's procedures.
12. To be familiar with and promote the school's Equal Opportunities Policies and to implement the procedure in relation to the job responsibilities.
13. Attend staff meetings.
14. Be prepared to develop new skills and working methods in order to effectively respond to and implement change.
15. Ensure that the service is accessible to children and their families from all backgrounds, that the service is free from discrimination and promotes anti-discriminatory practice.

GENERAL

1. Ensure good standards of hygiene and cleanliness are maintained at all times.
2. Be responsible for the Health and Safety standards appropriate for the needs of the children.
3. Ensure the provision offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times.
4. Ensure all accidents are recorded in the accident book.
5. Ensure child is collected by someone known to the provision.
6. Ensure confidentiality within the provision at all times.
7. Promote the aims and objectives of St John's School and uphold its standards at all times.
8. Be involved in out of working hour's activities, e.g. Training, Staff Meetings.
9. Undertake continuous professional development, including courses and qualifications relevant to play work.
10. Understand and adhere to the school policies, procedures and standards at all times.
11. To ensure the provision offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development.
12. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Senior Playworker or Bursar.