# Job Description

Job Title: Playworker

Group: UK Independent Schools

Dept/Project/Service: Oakfield Prep School

Reports to: Clubs coordinator

Responsible for: N/A

Usual office base: Oakfield Prep School. In order to provide a strong school community and the best experience to pupils, there is an expectation that Oakfield staff are school based.

Grade: 9

Job Purpose:

To encourage and develop safe, purposeful and creative play during Breakfast Club / Stay and Play / After School Care. Ensuring the conduct, welfare, safety, physical and mental wellbeing of pupils and maintenance of good order and discipline.

Job Objectives:

**Support for Pupils**

1. Engage children in purposeful play and fitness activities, linked to their interests
2. Teach play skills and specific games and activities
3. Help support children with their personal, social and emotional development needs.
4. Supervise and interact with pupils during the Breakfast Club / Stay and Play / After School Care, encouraging positive social skills and good behaviour in pupils
5. Encourage inclusive and positive play in the playground and inside school during wet/adverse weather conditions
6. Ensure pupils are dressed appropriately for the prevailing weather conditions

**Support for the School**

1. To supervise pupils on the school premises, (hall and classrooms etc.), movement of pupils on the stairs through corridors
2. Implement and support the school’s behaviour policies, ensure pupils comply with the school’s behaviour policies, and report serious misdemeanours to senior staff
3. Be vigilant if out on the playground, and assess any potential dangers or risks
4. To supervise and observe entrance to the school during Breakfast Club / Stay and Play or After School Care ensuring children are collected by their authorised adult
5. Deal with minor accidents/illness seeking any assistance from a nominated first aider and report any serious incident or emergency to a relevant member of staff immediately.
6. Ensure accidents/incidents are reported and recorded in the accident/incident book in line with the school’s policy
7. To take part in the day to day administration, record keeping and ordering supplies
8. To be compliant with policies and procedures relating to safeguarding, child protection, health, safety and security and to refer all concerns to the DSL or Head, receiving training where necessary from the school
9. To keep a register of attendance and ensure parents sign the appropriate slips (when required)
10. To ensure that refreshments are provided that meet the required standards of hygiene, health and safety
11. To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school
12. To attend relevant courses and learning activities in order to update knowledge as required

Scope:

The Breakfast Club / Stay and Play / After School Care Assistants may be called upon to perform other duties that the Head considers reasonable, that are commensurate with the grading and designation of the post.

Person Specification:

Knowledge

Essential:

* Good general education
* Fluent in English

Desirable:

* Previous experience of working in a Breakfast Club/After School Care setting
* Proven experience of working with children aged 2 – 11 years
* Experience of leading activities for mixed age/ability groups.
* NVQ Level 3 qualification in child care or equivalent experience

**Experience**

Essential:

* Positive approach to behaviour management
* Work with guidance, but under limited supervision
* Demonstrate the ability to learn and adapt from past experience

Desirable:

* Current First Aid certificate
* Up-to-date Child Protection Training
* Food Hygiene Certificate

**Skills**

Essential:

* Commitment to safeguarding and promoting the welfare of children and young people
* Communication skills to promote and develop effective working with children, colleagues and parents
* Ability to demonstrate positive interpersonal skills with parents/carers and children.
* Planning and preparing exciting activities
* Effective contribution to the selection and preparation of resources that meet the diversity of pupils’ needs and interests

Desirable:

* Individual interest and personal skills in Art, cooking, gardening or sports

**Practical Skills**

Essential:

* Confidence and ability to reflect and develop own practice
* Team Player
* Be responsible, honest and reliable with a good sense of humour
* Excellent organisational skills and time management
* Able to work on own initiative, using judgement and common sense

**Personal Attributes and Qualities**

Essential:

* Able to deal with sensitive information in a confidential manner
* A thoroughly professional approach to all aspects of the role, contributing to the school as a whole
* Have a genuine interest and enjoyment of children
* A capacity for hard work and to cope under pressure
* Demonstrate creativity and imagination
* A good listener

**Our Values**

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Description automatically generated with medium confidence

**Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK’s Disclosure and Barring Service (DBS). This will be at minimum a basic DBS check.**

**Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants’ previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.**