



## Deanery C.E. Primary School

**'To the Greater Glory of God'**

### **JOB DESCRIPTION: Qualified Playcare Worker (NVQ2)**

#### **NAME:**

The duties of the Play Worker will be as follows:-

#### **MAIN PURPOSE**

To work as a team member under the leadership and direction of the Manager/Deputy Manager. To provide a caring and secure environment, through individual attention and to provide a range of stimulating activities for all pupils at all times during Foxes Before and After School Club for children aged 3–11 years.

#### **CORE STANDARDS**

##### **1.1 SUPERVISION AND CONTROL OF CHILDREN IN THE FOXES BEFORE AND AFTER SCHOOL CLUB**

- To provide safe, creative and appropriate play opportunities, including preparing activities, proactive planning and delivery along with arranging all necessary equipment.
- Ensure that all play meets the full range of children's individual and group needs.
- To ensure good behaviour and calm atmosphere at all times and to share responsibility with other staff members for the maintenance of order and discipline in the club.
- To maintain Key Worker Folders for all children.
- Be aware of changes in friendships, encourage socialising, play etc, initiating and participating in games.
- To assist/supervise children with their general hygiene requirements.
- To deal with any inappropriate, unacceptable or challenging behaviour in-line with behaviour policy.
- Record any inappropriate behaviour on the Club Behaviour Plan form.
- To report incidents to the Manager or deputy according to the severity of the incident.
- To encourage children to eat (including those with packed lunches), especially those with special needs or disabilities.
- To be aware of children on special or restricted diets for medical reasons from information provided at the school.
- To be aware of what medication is held for individual children with medication conditions etc.
- To encourage social skills and good table manners.
- To ensure children tidy/clear up in a satisfactory manner.
- To clean up spillages to avoid a hazard to children/staff.
- To deal with any body spillages in the Club in accordance with infection control procedures.
- To ensure discussion with the Manager/deputy about sending pupil home, if appropriate.
- To ensure accurate recording of accidents in the first aid book and/or accident report form as appropriate, forms are then signed by parents and filed in the office.
- To comply with accident procedures and report to the Manager.

## 1.2 SUPERVISION AND CONTROL OF CHILDREN IN THE PLAYGROUND AND AROUND SCHOOL PREMISES

- To organise the safe hand over in the mornings to the class teacher and safe collection of the children into the Club in the afternoon
- To ensure the children are adequately dressed for the weather conditions when going to the playground.
- Lead play activities and supervise the children to ensure their safety and well being.
- To ensure equipment is used appropriately.
- Discourage any dangerous activities unless planned and risk assessed.

## 1.3 ASSOCIATED ANCILLARY RESPONSIBILITIES

- Check toilet areas regularly to ensure children are not loitering or playing in toilet areas.
- Ensure that any children who are injured are dealt with appropriately in accordance with the school's agreed procedures. If a head injury occurs a red form is taken to school and handed to the class teacher.
- Be aware of cultural differences between children, dealing with any incidents of racism and sexism in accordance with the school's agreed procedures.
- Assist with clearing the club at the end of each session.
- To consult with the children and involve them in planning.
- To ensure that food provision is carried out in line with guidelines of the Food Safety Act 1990 and is balanced and healthy in line with the school Healthy Eating Policy.

## 1.4 CHILD PROTECTION/ SAFEGUARDING

- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of children.
- Be observant of any loiterers and report to SMT/ Manager immediately.
- To ensure that all children are collected by a nominated person as per the schools Data Check Sheet.
- To ensure confidentiality and data protection in line with school policy.

## 1.5 OTHER DUTIES

- To be aware of school and Foxes Club Policies, procedures and Staff Handbook.
- To be aware of the Every Child Matters Agenda.
- To be responsible for preparing and maintaining the learning environment.
- To ensure all tasks are carried out with due regard to Health & Safety.
- To undertake appropriate professional development including adhering to the principle of performance management
- To adhere to the ethos and values of the school.
- To set an example of personal integrity and professionalism.
- To attend appropriate meetings as directed by SMT or club Manager.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the club.
- Observance of the schools' equal opportunities policy.
- To work in Holiday Clubs on Teacher Training Days, or for additional hours, as negotiated with the Manager.

## **PERSONAL AND PROFESSIONAL CONDUCT**

A Play Worker is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standards for conduct throughout our school.

At The Deanery, we expect Play Workers to maintain standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position.
- Having regards for the needs to safeguard children's well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit children's vulnerability or might lead them to break the law.
- Having regard for school policy and practice, ethos and values.
- Maintaining high standards in their own attendance and punctuality.
- Play Workers must have an understanding of, and always act within, the role as set out in their job description.

**Line Manager: Extended Services Manager**

**Senior Management Team Manager: FS/KS1 Assistant Head**

**Lead Manager: Head Teacher**

**October 2014**