



Job Description – Play Worker

The Directors and staff at the LFLT schools are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment

Job Title: Play Worker

Salary: Grade A point 6

Line Manager: Headteacher

Role summary

Main responsibilities are in line with Job Ref 1533 Out of Hours Play Worker

- To work under the supervision of the Playcare Co-ordinator
- To support the Playcare Co-ordinator in creating a safe and caring environment for children attending the Trust's out of Hours Club

Key tasks and activities

- To work a part of a team providing out of hours care for children from 4 to 11 years of age, in order to assist with their personal and academic development
- Prepare and provide safe, creative, appropriate play opportunities in order to be fully prepared for delivering activity sessions
- Create a safe and caring environment by ensuring all relevant procedures are being observed and adhered to
- Organise the supply of refreshments in order that the children's eating and drinking need are met
- Administer first aid as appropriate so that any injury is dealt with promptly and correctly
- Carry out responsibilities within an equal opportunities framework so that all children attending club are treated in a fair manner at all times
- Work within agreed policies in order that health and safety and all other operating practices are carried out as instructed
- Undertake training as appropriate in order to maintain and develop existing skills and knowledge supporting the role and its responsibilities

It is the post holder's responsibility to promote and safeguard the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the Trust's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College s/he must report any concerns to his/her line manager or the Trust or Schools Designated Safeguarding Lead.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description

Knowledge, Skills and Experience

Essential

- Experience of working with children 4-11 year olds eg in the voluntary sector within play schemes or children's club
- Understanding the importance of play
- Understanding of child development and equal opportunities
- Ability to provide and facilitate safe and creative play
- Ability to work as part of a team
- Ability to manage conflict
- Good communication skills
- Sound judgement and common sense

Desirable

- Experience of working within a play-based setting
- Competence of using IT to support play and club administration
- Ability to work on own initiative
- Training in any aspect of child care or play work, child protection, data protection awareness, First Aid, Food Hygiene and Health and Safety in the workplace
- An appropriate level 3 qualification