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| **Position Title** | **Playworker (Out of School) Below Reception and above** |
| **Location** | On school site |
| **Reporting to** | Governing Body |
| **Position Number(s)** |       |
| **Grade** | B |
| **Directorate/Section/School** |       |
| **Effective date of JD** |  | **JE Job Number** | G.1235 |

**Job Purpose including main duties and responsibilities:**

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| **Job Purpose:**To assist the Playleader in providing a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of leisure activities for children. |

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| **Main Duties & Responsibilities:****Activity Planning*** To provide a safe, creative and appropriate play opportunities for a range of age groups
* Preparing activities, organising programmes/ themes and arranging equipment;
* To ensure that all activities are inclusive for all children to take part in.

**Liaison*** To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs;
* To encourage parental involvement and support through the development of effective working relationships;
* To consult with the children and involve them in the planning of activities.
* To share good practice with other Playworkers as needed, including membership to local Play Forums;
* To work with and gain support from Devon County Council’s Early Years and Childcare Service
* Liaise with Designated Safeguarding Officer (DSO) as appropriate

**Supervision and care of children*** Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
* Ensure that risk assessments are completed prior to commencing activities with children;
* Ensure that food preparation and handling within the Setting is carried out within the guidelines of the Food Safety Act 1990;
* Where food is provided, to ensure that it is wholesome and nutritious in accordance with recommended dietary requirements and that food preparation/ handling is carried out within the guidelines of relevant legislation Ensure that children’s behaviour is managed in a suitable manner

**Direct Playwork*** Support the Playleader in planning a wide range of creative, stimulating, appropriate and fun activities;
* Consult with the children in order to plan activities they are interested in;
* Ensure that play meets the full range of children's individual and group needs;
* To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish

**Premises*** To ensure good standards of hygiene and cleanliness are maintained at all times;
* Ensure secure access is maintained at all times
* Ensure suitable registering processes are maintained at the start and the end of the day

**Other*** To undertake continuous professional development, including short courses and qualifications relevant to playwork;
* To promote the aims and objectives of the Setting;
* To understand and adhere to Setting policies, procedures and standards at all times;
* To ensure the Setting offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
* To assist with the preparation and maintenance of materials and equipment;
* Recording accidents in the accident book;
* Ensure children are collected in strict accordance with the Setting’s Child Collection Policy;
* To ensure the Setting offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development;
* To ensure confidentially within the Setting at all times;
* To participate in activities which fall outside normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
* To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Playleader.
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