

JOB DESCRIPTION

POST:	Playworker (breakfast club)
GRADE:	Grade C points 2 - 4
RESPONSIBLE TO:	Headteacher
STAFF MANAGED:	None
POST REF:	
JOB PURPOSE:	To supervise in the breakfast club provision to ensure the orderly conduct, welfare and safety of children attending the club.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supervision and support of children	<ul style="list-style-type: none"> • To ensure that children/students remain within the permitted areas of the school during the breakfast club and to intervene in any situation where the safety of a child may be at risk. • To supervise the movement of children between breakfast club (either indoors or outdoors) and classrooms from the start of breakfast club until classes commence, and to ensure orderly conduct in all areas used by the club. • To give comfort and support to individual children. • To initiate and encourage positive play. • Organise play activities that are age appropriate. • Encourage sharing, cooperation and inclusion for all.
Food preparation	<ul style="list-style-type: none"> • Clear and clean tables in line with current risk assessments and guidance. • Order and/or purchase (with reimbursement) resources, including food. • Prepare a healthy breakfast for pupils attending the provision, taking account of any allergies or dietary requirements. • Ensure that all resources, including breakfast items, are cleared away before the start of the school day.
Health and Safety	<ul style="list-style-type: none"> • Supervise the washing/sanitising of hands by all children on arrival and before leaving the club. • Stop any activity by children which causes concern and may result in an accident. • In the event of an accident, follow the school's first aid

	<p>policy. Ensure that the incident is properly recorded.</p> <ul style="list-style-type: none"> • Report any incident that has given cause for concern to the Teacher in Charge or Headteacher. • Ensure that children behave in an appropriate manner whilst eating. Assist children as necessary. • In cases of serious misconduct or disobedience, summon assistance from other members of staff. • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • Work with colleagues and others to maintain health, safety and welfare within the working environment
Communication	<ul style="list-style-type: none"> • Under the general direction of the headteacher and teacher in charge, participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals, as appropriate. • Providing weekly updates of forthcoming activities (by Thursday) to the school secretary, for inclusion in the school newsletter • Developing the identity of the breakfast club. • Actively promoting the breakfast club, via the school secretary, through the newsletter, school Facebook page and website.
Sharing information	<ul style="list-style-type: none"> • Share information confidentially about pupils with teachers and other professionals as required • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate
Administration/Other	<ul style="list-style-type: none"> • Prepare activities and undertake minor clerical duties e.g. photocopying and displaying pupils' creations. • Support the use of ICT, as appropriate, and adhere to relevant policies. • To contribute to the overall ethos/work/aims of the school
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to Information Governance, including Data Protection, Information Security and Confidentiality
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils

	<ul style="list-style-type: none">• Within own area of responsibility, work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values
Customer Service	<ul style="list-style-type: none">• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values

PERSON SPECIFICATION

JOB TITLE: Playworker (breakfast club)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none">• An awareness of child/young person's development and learning• An understanding that children/young people have differing needs	<ul style="list-style-type: none">• Knowledge of behaviour management techniques• Knowledge of Child Protection and Health & Safety policies and procedures• Knowledge of inclusive practice
Experience <ul style="list-style-type: none">• Experience of working with children.	
Qualifications <ul style="list-style-type: none">•	<ul style="list-style-type: none">• Relevant NVQ Level 2 qualification or equivalent• GCSE Grade C or above in Maths and English (or equivalent)• Relevant NVQ level 3
Occupational Skills <ul style="list-style-type: none">• Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers• Good reading, writing and numeracy skills	<ul style="list-style-type: none">• Basic ICT Skills
Personal Qualities <ul style="list-style-type: none">• Demonstrable interpersonal skills.• Ability to work successfully in a team.• Confidentiality• Flexibility	<ul style="list-style-type: none">• Creativity

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Resilience • Patience • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS Clearance • To be committed to the school's policies and ethos • To be committed to continuing professional development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintain discipline • An empathy for equality & diversity 	

