

CHILDREN AND LIFELONG LEARNING – HR SERVICES

| School | | | | |
|---------|--------------------|---------|------------|------------|
| Job No. | Post Title | Grade | JE Pts | Date |
| C1053 | Play Worker | Grade 3 | NJC 328 | April 2008 |

Statement of Purpose

To work under the direction and instruction of senior staff to help provide safe and stimulating care for children.

Support to Pupils

- Help plan a range of suitable activities for children with an age range of 3 - 4 on a half-termly basis.
- Treating all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care.
- Motivating and encouraging the children to participate in activities.
- Helping to promote the children's self esteem.
- Encouraging acceptance of children with special needs.
- Ensure a clean, tidy environment conducive to fostering good Health and Safety practice.
- Follow statutory and non-statutory policies and procedures required for the efficient running of the club.
- Support Play Leader in maintaining Ofsted standards of care.
- To help prepare nutritional snacks for children.
- Ensuring the welfare and safety of children within our care.
- Promoting good behaviour within the group.
- To be ready at all times for emergency situations.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

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Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
Play Worker
Level 1**

| Essential Criteria | Measured By |
|---|-------------|
| <p>Experience</p> <ul style="list-style-type: none"> • Good Interpersonal skills. • Experience of working with children. | AF/I |
| <p>Qualifications/Training</p> <ul style="list-style-type: none"> • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills. • Awareness of health and hygiene procedures. • Demonstrate and assist in the safe and effective use of materials and equipment. • Ability to communicate effectively using various methods. • Able to work flexibly to suit client needs. | I |
| <p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Is committed to the provision and improvement of quality service provision • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive • Communicates effectively • Has the ability to learn from experiences and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | AF/I |

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AF - Application form | - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***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 to use of authority and maintaining discipline.***