



JOB DESCRIPTION

POSITION	PLAYWORKER	GRADE	TBC
LOCATION	TWICKENHAM	SALARY	TBC
REPORTING TO:	AFTER SCHOOL CO-ORDINATOR	RESPONSIBLE FOR:	Nil Staff
HOURS	15.00 – 18.00		

PURPOSE OF ROLE	To assist the After School Co-ordinator/Holiday Club Manager in providing accessible play and leisure activities for young people aged 2-11 year olds.
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KEY TASKS

SPECIFIC RESPONSIBILITIES

1. To assist in providing a welcoming, stimulating and safe play environment for young people attending the School's extended services encouraging good behaviour in accordance with School policies
2. To assist and work alongside the After School Co-ordinator/Holiday Club Manager and Senior Leadership team in providing resources and activities, evaluating their impact and popularity and participating in future planning.
3. To assist in the creation and management of a play environment where young people can make choices, access a range of resources and be supported by a responsible and adaptable approach to their play
4. To ensure resources and teaching space for a specified area are maintained in a clean, safe, tidy, ordered and are well equipped including making orders, keeping equipment clean and tidy, anticipating requirements, checking for health and safety requirements, cleaning, sorting and organising equipment, displays, furniture and classroom areas
5. Assist with provision and serving of refreshments to children
6. Assist with the setting out and clearing up of equipment used by children
7. To be proactive in offering ideas and initiating activities where appropriate whilst having an appreciation of the impact of adult intervention on young people's freedom to choose and create their own play environment.
8. To assist in assessing and managing risk in the play and leisure opportunities delivered through a robust and considered approach to risk benefit assessments.
9. To ensure that the service is delivered effectively through the implementation of policies and procedures for provision in accordance with best practice, health and safety and safeguarding
10. To assist in ensuring the welfare of all young people and an effective overall coordination
11. To communicate with staff and parents effectively to ensure the welfare of all young

people attending the scheme

12. To participate in ongoing training and induction prior to the start of the scheme
13. To promote and deliver a high public profile and customer care service on behalf of Jack and Jill School
14. It is the nature of the work with young people that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are expected to work in a flexible way when the occasion arises.
15. To participate in staff meetings and programme planning meetings including Inset days
16. To work in a team with the After School Co-ordinator/Holiday Club Manager and other Playworkers to ensure that a seamless service is provided to the children and parents

The School expects the highest standard of conduct at all times from their staff in relation to their employment.

Health & Safety:

The School is committed to a healthy and safe working environment and expects all employees to implement and promote its policy in all aspects of their work

Equal Opportunities

The School is completely committed to the principles of equalities and diversity and strives to ensure that related policies and legislation are complied with. Part of this commitment requires all members of the School, as part of their role, to promote equality and diversity.

Data Protection Act:

During the course of your employment you are required to observe and follow the specified requirements placed on all staff by the School's Data Protection Policy and Procedures.

CHILD PROTECTION

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school's safeguarding policy.

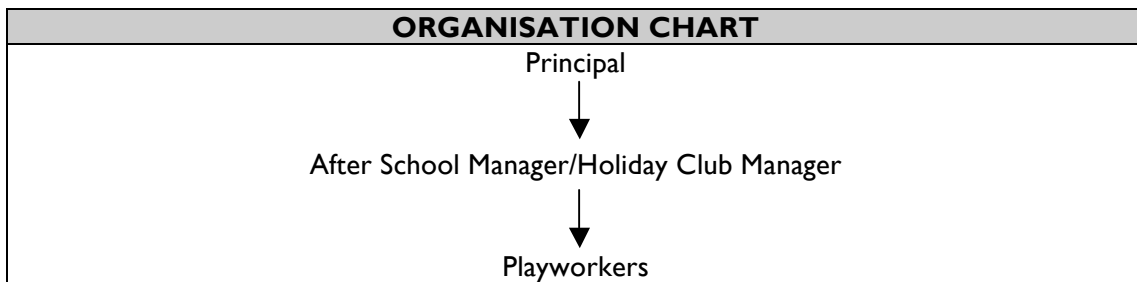
CONFIDENTIALITY

- The School is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

CRITERIA FOR LEVEL 2 AND LEVEL 3 TEACHING ASSISTANTS

Criteria for Level 2 salary	To ensure resources and teaching space for a specified area are maintained in a clean, safe, tidy, ordered and are well equipped including making orders, keeping equipment clean and tidy, anticipating requirements, checking for health and safety requirements, cleaning, sorting and organising equipment, displays, furniture and classroom areas
Criteria for Level 3 salary	<p>To develop, promote, monitor, evaluate and report on a specific area of responsibility within the School.</p> <p>To take responsibility for an area of development as specified by the Head of Department</p> <p>To plan strategies for promoting high quality activities and provision within this area</p> <p>To monitor impact and effectiveness of developments in this area</p> <p>To provide weekly reports on progress, and suggest targets for further improvement within specified area to Head of Department</p>



CONTACTS
Staff , Suppliers, Stakeholders, Parents

**PERSON SPECIFICATION
TEACHING ASSISTANT**

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Ability to present a professional image of the School at all times A good standard of education particularly in English and Maths	Qualification in Playwork/NVQ in childcare Child protection
Experience	Experience of establishing positive relationships with children Experience of working with children in this age range in a voluntary or paid capacity An understanding and appreciation of the differing needs and abilities of young people and children	Previous experience of working with children First Aid certificate
Knowledge	Knowledge of health and safety for schools for yourself and others within a learning environment. Basic knowledge of IT or a willingness to learn Understanding a wide range of cultures Dealing with difficult behaviour Knowledge of suitable games/activities and creativity in developing and initiating play opportunities which are child or young people led	Knowledge of SEN Code of Practice Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance
Skills and ability	Ability to use language and other communication skills that children can understand and relate to Ability to establish positive relationships with children and empathise with their needs Ability to demonstrate active listening skills Ability to consistently and effectively implement agreed behaviour management strategies Ability to provide individual attention, reassurance and help with learning tasks as appropriate to childrens' needs, encouraging the child to stay on task Good planning and organisation skills Ability to work effectively and supportively as a member of the school team and also on own initiative Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc	
Qualities and attributes	To be polite courteous and respectful to members of the public To be calm and patient under pressure and co-operate with staff and pupils Ability to show initiative and work proactively to ensure the smooth running of the School Ability to maintain confidentiality on all school matters	Willingness to participate in further development opportunities offered by the School to further knowledge and CPD Willingness to work towards further qualification

	Fun approach to inspiring children's play Adaptable and willingness to embrace challenges and change Willingness to 'go the extra mile'	
Special conditions	Enhanced DBS check required	