

PENWORTHAM PRIMARY SCHOOL

JOB DESCRIPTION: TEACHING AND LEARNING

BREAKFAST AND AFTER SCHOOL CLUB PLAY WORKER

Grade: Scale 1c Spine Point: 2

EFFECTIVE: APRIL 2025

This post holder is required to carry out the duties of a Play Worker, responsible, under the direction or instruction of the deputy manager or manager, to work with individual pupils or groups. This also includes supervising the physical and general care of pupils, including those with SEN, supporting access to learning and play for pupils and providing general support to the deputy manager or manager in the management of pupils in the provision.

This includes any duties as may be reasonably directed by the school Head teacher.

This job description may be amended at any time following discussion between Headteacher and member of staff, and will be reviewed annually.

Main Responsibilities:

- Work flexibly with groups or individual pupils as required by the needs of the club delivering learning and play opportunities for pupils.
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including basic medical interventions.
- Supervise and support pupils ensuring their safety and access to learning and activities.
- Support pupils to understand and follow instructions
- Support and supervise pupils and assist during breakfast and/or dinner service.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils, encouraging pupils to act independently.
- Encourage pupils to interact, have positive play and behaviour, ensuring all children are offered a stimulating play environment.
- As appropriate provide medical support including tending to an ill or injured child or those with medical conditions and engaging with a first aider as appropriate.
- Prepare and maintain equipment and resources as directed by the Deputy Manager or manager and assist pupils in their use
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Support for the School

- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
- Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Safeguarding and Inclusion

- To be individually responsible for promoting and safeguarding the welfare of children s/he is responsible for, or with whom s/he comes into contact.
- To ensure that the provisions DSL is made aware and kept fully informed of any concerns which the individual may have in relation to safeguarding and/or child protection.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the individual's role within the organisation.
- To take account of each child's home language and culture ensuring this is reflected in displays, materials and throughout the activities
- To provide a safe, welcoming and positive atmosphere for parents that will establish strong links with the School.
- To comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection.

Continuing Professional Development

- To have an understanding the relevant years Keeping Children Safe in Education document.
- To be an active member of an integrated learning team.
- To be pro-active in identifying areas for career and self-development.

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Outline of Key Abilities		
You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when writing your personal statement which you will find under Section 6 of the application form. Please read the candidate guidance under that section		
Key:		
E – Essential	D – Desirable	A – Application Form
R – References	I – Interview/Selection Process	

Qualifications and Training:		E	D	A	R	I
1	A minimum qualification of Level 3 in Childcare (or similar)	✓		✓		
2	GCSE in English/Maths		✓	✓		
3	Completion of Childcare/School Induction		✓	✓		
4	Willingness to participate in development and training opportunities	✓				✓
5	Holds a current First Aid Certificate		✓	✓		

Experience:		E	D	A	R	I
6	Current experience in alternative communication (eg. Makaton and PECS)	✓		✓		
7	Proven and successful track record of raising attainment		✓		✓	✓
8	Creating an engaging and diverse range of playground activities and games which encourages children participation		✓	✓	✓	
9	Working with or caring for children of relevant age		✓	✓	✓	✓
10	Tending to those who have taken ill, injured at school or have a medical condition	✓		✓	✓	✓
11	Liaising with emergency services as required		✓	✓	✓	✓
12	Liaising with support services – eg. school nurses or SENDCOs.		✓	✓	✓	✓
13	Recording and reporting accidents and illnesses in accordance with regulatory guidelines and school policies (including confidentiality, data protection and safeguarding).	✓		✓	✓	✓

Professional Knowledge and Skills:		E	D	A	R	I
14	Knowledge and understanding of the requirements of the National Curriculum.	✓		✓		✓
15	The administration of medical room and first aid equipment and maintaining supplies		✓	✓		✓

16	Monitoring and co-ordinating staff first aid training and associated records		✓	✓	✓	✓
17	Reviewing first aid needs and policies		✓	✓	✓	✓
18	Use basic technology – computer, video, photocopier etc.	✓		✓	✓	
19	Ability to relate well to children and to adults	✓		✓	✓	✓
20	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		✓	✓	✓
21	Confident in promoting positive attitudes and behaviour in pupils		✓	✓		✓
22	An understanding of the schools equal opportunities policy and how it is implemented	✓		✓		✓

Personal Qualities:		E	D	A	R	I
23	Excellent communication, organisational and interpersonal skills with both adults and children	✓		✓	✓	✓
25	Able to form and maintain appropriate professional relationships and boundaries with children and young people	✓		✓	✓	✓
25	Commitment to the aims of the school	✓		✓		✓
27	Flexibility, sensitivity and the ability to find solutions	✓		✓		✓
28	Excellent record of personal attendance and punctuality	✓		✓	✓	

Safeguarding and Equal Opportunity:		E	D	A	R	I
29	Knowledge and understanding of relevant legislation and guidance in relation to working with, safeguarding and the protection of children.	✓		✓		✓
30	Understands the importance of ensuring that all children and staff feel safe and included	✓		✓		✓
31	Understanding of equality of opportunity issues and how they can be addressed in schools	✓		✓		✓
32	Commitment to safeguarding and protecting the welfare of children	✓		✓		✓
33	Understanding of how pupils with special needs may be supported and included within a primary classroom	✓		✓		✓