

KILLAMARSH ST GILES CE (A) PRIMARY SCHOOL

JOB TITLE: Out of School Club Playworker Co-ordinator

Job Description

The primary function of the Co-ordinator is to:-

- be responsible for the leadership of staff and team of Out of School Club Assistants/helpers
- support the aims, values and ethos of the School
- To be accountable to the Headteacher with day-to-day line management through the School Business Manager

It is his/her duty :

- a) to ensure a safe environment for the children and adults in the group including:
 - i) equipment is well maintained and safe to use
 - ii) there is good hygiene standards inc. refreshments
 - iii) that safety procedures for fire drill, arrival/departure of children, and during the session itself, are enforced and regularly reviewed
 - iv) that the first aid box is maintained and that there are first aid qualified staff on duty.
- b) to provide high quality care and education by :
 - i) planning in the long term and each day, a wide variety of activities and equipment to stimulate and support children's intellectual, physical, social, language and emotional development. Raising a request for order and purchase of materials equipment when necessary.
 - ii) deploying the time and skills of adults (both staff and volunteers) so as to offer each child the attention, stimulus and support which will ensure opportunities for continuity and progression in play.
 - iii) ensuring that all activities reflect positively the linguistic, religious and cultural diversity of the community.
 - iv) to develop good relationships with the children and parents.
- c) to supervise and provide support and direction for staff to maximise individual skills and potential :
 - i) to delegate responsibility to staff as appropriate
 - ii) to have responsibility for staff safety and welfare
- d) to keep records including :
 - i) daily register for attendance, both children and staff
 - ii) accident and incident book

- iii) plan of out of school activities, including the planned outcomes for the children
 - iv) keep a list of workers and organised substitutes for cover when necessary
 - v) keep records required by social services
 - vi) keep notes on welfare and development of children, including records based on observations.
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- e) to contribute to and implement the groups policies, especially those on equal opportunities
 - f) to act in a responsible manner towards children at all times.
 - g) to encourage staff towards improving performance, by regular reviews, team meetings, and suggested training.
 - h) to attend meetings as appropriate, including school inset days.
 - i) to undertake any other reasonable duties as directed by the Headteacher/School Business Manager.

I have read and agree to the above :

Signed :

Print Name :

Date :