



## WALTER EVANS CE PRIMARY AND NURSERY SCHOOL

### **Job Description – Playworker**

#### **Purpose of Post**

To assist the Out of School Club Leader in providing a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of leisure activities for children between the ages of 4 to 11.

#### **Key Areas**

1. Activity Planning
2. Liaison
3. Supervision and Care of Children
4. Direct Playwork
5. To deputise for Out of School Club Leader when required

**Responsible to: Out of School Club Leader, Headteacher and School Business Manager**

#### **Duties and Responsibilities**

##### ***Activity Planning***

1. To provide a safe, creative and appropriate play opportunities including preparing activities, organisation programmes and arranging equipment.
2. To ensure that all activities are carried out within an equal opportunities framework.
3. To undertake any necessary training including a nationally recognised qualification.
4. To encourage community wide participation and activity planning and delivery.

##### ***Liaison***

1. To develop and maintain good relationships and communications with parents to facilitate day-to-day caring needs.
2. To encourage parental involvement and support through the development of effective working relationships.
3. To consult with the children and involve them in the planning of activities.



### ***Supervision and care of children***

1. Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
2. Ensure that food provision is carried out within the guidelines of the food safety act 1990, and is balanced and healthy in accordance with dietary requirements.

### ***Direct Play work***

1. Help the leader to ensure that a wide range of creative and enjoyable activities are offered.
2. Ensure that play meets the full range of children's individual and group needs.

### ***Miscellaneous***

1. To promote the aims and objectives of the club, and use as a guide for daily activities.
2. Be aware of Staff Policies and Practices.
3. To ensure the provision of good standards of physical and emotional care.
4. To ensure good standards of hygiene and cleanliness are maintained at all times.
5. To be responsible for the Health and Safety standards appropriate for the needs of the children.
6. To assist with the preparation and maintenance of materials equipment.
7. Recording of any accidents in the accident book.
8. Ensure child is collected by someone known to the club.
9. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
10. To ensure confidentiality of information received.
11. To be aware of the high profile of the club and to uphold its standards at all times.
12. To be involved in out of working hours activities when required, e.g. Training, Staff Meetings etc
13. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager.