

**Lily Lane Primary School
Job Description**

After School Club Playworker

Grade 1 (SCP 7)

The post holder reports to the Headteacher, other main contacts are the After School Club Manager, Deputy Headteacher and Parental Support Advisors

Purpose

Supervision of the pupils in the After school club area/s.

Main duties and responsibilities

1. To communicate with the pupils in their care.
2. To supervise pupils in the after school club area/s and elsewhere as required by the Headteacher.
3. To help create an atmosphere so that the after school club is a pleasant experience for pupils and staff.
4. Taking pupils who have minor accidents or are unwell to the First Aider, for first aid where necessary, and if first aid is not necessary, comforting and reassuring them.
5. To report more serious accidents to the Admin staff or Headteacher.
6. Where the need arises, for instance with young children, or children with special needs, attending to their physical needs such as hand washing, feeding and toileting.
7. To provide a safe, creative and appropriate play opportunities for a range of age groups.
8. Preparing activities, organising programmes/themes and arranging equipment.
9. To ensure that all activities are inclusive for all children to take part in.
10. To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs.
11. To consult with the children and involve them in the planning of activities.
12. Ensure that play meets the full range of children's individual and group needs.
13. To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish.

Where the postholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable job redesign will be pursued.

**Lily Lane Primary School
Person Specification**

Playworker

To demonstrate an interest and involvement in working with children and young people

The ability to understand as well as supervise children and young people

Ability to respond to every day situations

Ability to communicate with others

Personal Styles and Behaviours

Willingness to consent to and apply for an enhanced/standard Criminal Records Bureau disclosure check

Tact and diplomacy in all interpersonal relationships

Personal commitment to excellence in service delivery

Desire to pursue own personal development and to undertake training as required.

Self motivation and personal drive to complete tasks to required time scales and quality standards

Discretion in dealing with confidential and sensitive issues

To carry out all duties with full regard to the City Council Equal Opportunities Policy