

Meanwood CE Primary School Job Description

Name:

Role: Casual Playworker (Breakfast and After School Club)

Grade: B1 4 - 6

Hours: Flexible across breakfast club and after school club sessions

Responsible For None

Special Conditions of Service: This post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence. There may be a need to occasionally work outside of school hours and off school premises as required by the school.

Role: To provide a stimulating and effective curriculum which will enhance children's emotional, social, physical, intellectual and language development. To provide high quality care that meets professional inspection standards. To promote the service in the community and deputise in the absence of the Manager. There is a requirement to work outside of school hours and on occasion off school premises (as required by the school).

Responsibilities

Key Responsibilities:

- Supervising children during before and after school sessions
- Providing a safe, inclusive and stimulating play environment
- Preparing and serving simple meals and snacks
- Ensuring all safeguarding and health & safety procedures are followed
- Supporting positive behaviour and encouraging social interaction

To provide high quality childcare for children and creative age-appropriate activities

Organise play activities to encourage pupils to play and make use of play equipment

Offer education instruction where needed to help pupils to share play equipment

Help to resolve issues between pupils during play activities

Clean up food and water spillages

Assist the Manager in the planning and evaluation of the service's activities

Manage pupils entrance and exit from the hall in a orderly manner and complete safeguarding checks

To adhere to established Individual Educational Programme for SEN pupils.

To support the successful admission and transition for children and families

To provide first aid, report any injury or accident, ensuring that health and safety of the individual is maintained

To follow the schools Child Protection Policy

Assist with Manager in preparation for OFSTED Inspections and in the development of an action plan, following its recommendations

To support the Manager with the administrative tasks associated with the service.

Attending relevant meeting and training events as directed

Be responsible for own professional development

Ensuring that any information relating to children, their families, Governors, and staff which are learnt as part of the job is kept confidential

Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school.

To comply with the requirements of all policies, procedures, and management instructions

To take responsibility for the securing of the building and resources if required

To assist in providing professional support on issues relating to child protection to parents and outside agencies

To take responsibility for a group of children during any building evacuation.

To participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.

Be aware of and comply with school policies and procedures e.g., child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

At Meanwood CE Primary School we will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, faith, sexuality or disability. We are committed to providing equality and fairness through our recruitment and employment practices and not to discriminate on any grounds.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Open Hearts, Open Minds, Open Arms.

“Love one another as I have loved you” (John 15:12).