

## Job Description

<b>Position Title</b>	<b>Playworker (Out of School) Reception and above</b>		
<b>Location</b>	Stoke Hill Junior School Site - Treetops		
<b>Reporting to</b>	Treetops Manager / Executive Head / Governing Body		
<b>Position Number(s)</b>			
<b>Grade</b>	C		
<b>Directorate/Section/School</b>	Treetops Wrap Around Care		
<b>Effective date of JD</b>	22.05.24	<b>JE Job Number</b>	1235

### Job Purpose including main duties and responsibilities:

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To assist the Treetops Manager in providing a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of leisure activities for children.

#### Main Duties & Responsibilities:

##### Activity Planning

- To provide a safe, creative and appropriate play opportunities for a range of age groups
- Preparing activities, organising programmes/ themes and arranging equipment;
- To ensure that all activities are inclusive for all children to take part in.

##### Liaison

- To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs;
- To encourage parental involvement and support through the development of effective working relationships;
- To consult with the children and involve them in the planning of activities.
- To share good practice with other Playworkers as needed
- To work with and gain support from Devon County Council's Early Years and Childcare Service
- Liaise with Designated Safeguarding Officer (DSO) as appropriate

##### Supervision and care of children

- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
- Ensure that risk assessments are completed prior to commencing activities with children;
- Ensure that food preparation and handling within the Setting is carried out within the guidelines of the Food Safety Act 1990;
- Where food is provided, to ensure that it is wholesome and nutritious in accordance with recommended dietary requirements and that food preparation/ handling is carried out

within the guidelines of relevant legislation Ensure that children's behaviour is managed in a suitable manner

### **Direct Playwork**

- Support the Treetops Manager in planning a wide range of creative, stimulating, appropriate and fun activities;
- Consult with the children in order to plan activities they are interested in;
- Ensure that play meets the full range of children's individual and group needs;
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish

### **Premises**

- To ensure good standards of hygiene and cleanliness are maintained at all times;
- Ensure secure access is maintained at all times
- Ensure suitable registering processes are maintained at the start and the end of the day

### **Other**

- To undertake continuous professional development, including short courses and qualifications relevant to playwork and complete the Induction process for Treetops Staff
- To promote the aims and objectives of the Setting;
- To understand and adhere to Setting policies, procedures and standards at all times;
- To ensure the Setting offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
- To assist with the preparation and maintenance of materials and equipment;
- Recording accidents in the accident book;
- Ensure children are collected in strict accordance with the setting's Child Collection Policy;
- To ensure the Setting offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development;
- To ensure confidentiality within the setting at all times;
- To participate in activities which fall outside normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Treetops Manager

**Person specification:**

Attribute	Essential	Desirable	Method of Assessment
Management of people	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the National Standards for the regulation of Out of School provision</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> </ul>
Experience	<ul style="list-style-type: none"> <li>An understanding of the basic principles of playwork</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of playwork with children in a voluntary or paid capacity</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>Work Trial</li> <li>Application form</li> </ul>
Practical Skills	<ul style="list-style-type: none"> <li>Creativity to devise new ideas and engage the children in activities</li> <li>Ability to engage with children, and promote confidence and participation</li> </ul>	<ul style="list-style-type: none"> <li>Good organisational and planning skills</li> </ul>	<ul style="list-style-type: none"> <li>Work Trial</li> <li>Interview</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Ability to communicate effectively with children, parents, carers and other agencies</li> <li>Sufficient command of the English language to ensure the welfare and safety of children</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>A commitment to the provision of high quality childcare</li> <li>Enthusiasm for consulting with children</li> <li>Excellent communication skills, with children, colleagues, parents/carers.</li> <li>Patience, punctuality, reliability and trustworthiness</li> <li>Enthusiasm for working with children and young people</li> <li>A positive approach to gaining further</li> </ul>	<ul style="list-style-type: none"> <li>Interest in the care, learning and development of children and young people</li> <li>Flexibility/ adaptability</li> <li>Able to work in small teams</li> <li>Vigilance to ensure safety and security of children and staff at all times</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• qualifications, and continuous professional development</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li> </ul>		
Strategic Thinking	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
Technology / IT Skills	<ul style="list-style-type: none"> <li>• Understand safe working practice using IT</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>• Completion of a recognised Level 3 full and relevant qualification or working towards completion.</li> <li>• Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety certificate</li> <li>• First Aid certificate</li> <li>• Completion of other relevant courses</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>◦ Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.</li> </ul>		<ul style="list-style-type: none"> <li>◦ Demonstrate knowledge at Interview</li> </ul>
Physical	<ul style="list-style-type: none"> <li>◦ Able to carry out the duties of the post with reasonable adjustments where necessary.</li> </ul>		<ul style="list-style-type: none"> <li>◦ OH1</li> </ul>
Other relevant factors	<ul style="list-style-type: none"> <li>◦ Commit and conform to DCC Customer Service Standards.</li> </ul>		<ul style="list-style-type: none"> <li>◦</li> </ul>

## **Supervision / Management of People:**

This role has no supervisory or management duties, unless they are required to deputise in the absence of the Leader.

### **1. Creativity and Innovation:**

Working as part of a team, the post holder will have opportunities to exercise considerable creativity, eg. developing new activities for children to take part in. This might be a new art project, devising outdoor games, or a leading a cookery session. All team members would be expected to contribute in this way to maintain a varied and interesting menu of activities for the children to experience and learn new skills from.

### **2. Contacts & Relationships:**

Regular contact with the Early Years & Childcare staff. Regular contact with Federation Leadership Daily contact with the service users – children attending the out of school provision and with parents, carers and community members.

### **3. Decisions – Discretion:**

Under the supervision of the Treetops Manager, this post assumes daily responsibility for:

- the practicalities of keeping the children safe and secure, in line with the club's policies, as agreed by the Governing Body
- ensuring that, on a basic level, the Ofsted minimum standards are being met during the course of activities being delivered in the setting (club), as instructed by the Playleader.

### **4. Decisions – Consequences:**

This role reports to the Treetops Manager and as such, all decisions would be made in agreement with the Line Manager.

### **5. Resources:**

This post does not manage or control any resources.

### **6. Work Demands:**

The post holder must adhere to and uphold the Ofsted minimum standards at all times, as instructed by the Treetops Manager, and in line with the club's policies. Periods during which an inspection is due usually result in all staff being under increased pressure and potentially having to work to deadlines.

### **7. Physical Demands:**

The role involves working directly with children aged broadly between 4-14 years old. The nature of the work can be physically challenging, as a range of activities including outdoor play should be available for children to access where possible. Lifting and carrying of play equipment, and bending and clearing away after messy play are all part of this role.

**8. Working Conditions:**

The role would be both indoors and outdoors and certain duties required to be completed in all weathers.

**9. Work Context:**

A full risk assessment of the site would have been conducted by the school/ Board of Governors. In addition, the post holder would be advised to attend a Manual Handling course to ensure that safe practice for lifting and carrying equipment is used at all times.

**10. Knowledge and Skills:**

Essential	Desirable
<p><b>Skills, aptitude, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• An understanding of the principles of playwork</li> <li>• A commitment to the provision of high quality childcare</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li> <li>• Enthusiasm for consulting with children</li> <li>• Creativity to devise new ideas and engage the children in activities</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of playwork with children aged 4-14 in a voluntary or paid capacity</li> <li>• Knowledge of the National Standards for the regulation of Out of School provision</li> <li>• Interest in the care, learning and development of children and young people</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills, with children, colleagues, advisors and parents/carers.</li> <li>• Patience, punctuality, reliability and trustworthiness</li> <li>• A positive approach to inclusive practice, with children, parents/carers and colleagues</li> <li>• Enthusiasm for working with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Good organisational and planning skills</li> <li>• Flexibility/ adaptability</li> <li>• Able to work in small teams</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Completion of a recognised, relevant Level 3 qualification, or be working towards completion</li> <li>• A positive approach to gaining further qualifications, and continuous professional development</li> <li>• Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of a recognised Level 3 Playwork qualification, or be working towards completion</li> <li>• Health &amp; Safety certificate</li> <li>• First Aid certificate</li> <li>• Completion of other relevant courses</li> </ul>