

**6.11<sub>21</sub>**

## **JOB DESCRIPTION - PLAYWORKER**

**The purpose of the playworkers job role is:**

1. To create a welcoming environment where children using afterschool or breakfast club can play, learn and develop.
2. To provide care, support and encouragement to children using afterschool and/or breakfast provision at our sites.
3. To promote children's learning and development through the provision of safe creative, imaginative and physical play opportunities.
4. To develop the role of Key Worker to children in the Early Years.
5. To ensure a safe environment, working towards accident prevention, ensuring emergency procedures are carried out when necessary and complying with all Health and Safety directives.
6. To contribute towards a professional workforce.

**The playworker is responsible / accountable to:**

- Deputy Site Manager
- Site Manager
- Relief Site Manager
- Senior Line Managers
- Ultimately the Managing Director

**The playworker will have contact with:**

- Children
- Parents/carers of children at the setting
- Head teacher/teaching staff/caretaker/ancillary staff
- Other Kids' Club staff team

**Section One. To create a welcoming environment where children using afterschool or breakfast club can play, learn and develop by:**

a. Preparing, supervising and leading groups of children in a range of safe, creative, imaginative and physical play opportunities.
b. Monitoring and evaluating play opportunities to ensure children are able to have fun, make friends and develop their potential.
c. Providing individual support to children to enable them to integrate into the setting, make friends and become independent.
d. Encouraging children's positive behaviour and dealing with unwanted behaviour in accordance with policies and procedures.

**Section Two. To provide care, support and encouragement to children aged four to eleven using afterschool and/or breakfast provision at our sites by:**

a. Contributing towards a safe setting by an understanding of the roles and responsibilities of staff with regard to safeguarding the children using our settings.
b. Providing care for the children, including delivering them safely to class after breakfast club (if provided) and collecting them safely from their class or their appointed meeting place at the end of the school day.
c. Preparing snack and or breakfast (if applicable) for the children in line with Out of Hours Kids' Club Ltd food safety guidelines
d. Ensuring food provided for the children meets their cultural, dietary or medical requirements.
e. Setting up and clearing away furniture, equipment and resources.
f. Ensuring all equipment is in working order and safe to use and reporting all defects immediately to the manager.
g. Cleaning and tidying up play areas, kitchen areas and dining areas and washing, drying and putting away dishes after breakfast/snack.
h. Ensuring children who are sick or who have toilet accidents are supported to be clean, safe and comfortable (in line with our policies).

**Section Three. To promote children's learning and healthy development through the provision of safe creative, imaginative and physical play opportunities by:**

a. Ensuring children can develop their physical, emotional and intellectual skills and attitudes through play.
b. Carrying out all responsibilities within the Equal Opportunities policy and procedures.
c. Keeping up to date with Out of Hours Kids' Club Ltd policies and procedures.
d. Undertaking any other duties as deemed necessary to enable the setting to run efficiently and safely.

**Section Four. To develop the role of Key Worker to children in the Early Years by:**

a. Taking on the role of Key Worker for children in the reception class.
b. Ensuring the requirements of the Early Years Foundation Stage are delivered including planning, observing, assessing and recording children's learning and development.
c. Helping children to develop their language and communication, physical development and their personal, social and emotional development.
d. Promoting children's understanding in the areas of communication and language, physical development, personal, social and emotional development, mathematics, understanding the world and expressive arts and design.

**Section Five. To ensure a safe environment, working towards accident prevention, ensuring emergency procedures are carried out when necessary and complying with all Health and Safety directives by:**

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| a. Carrying out all responsibilities within Kids' Club Health and Safety policy and procedures.  |
| b. Promoting health and safety, accident prevention and assisting in the smooth running of emergency procedures, for both children and other members of staff. |
| c. Reporting all incidents and accidents promptly following agreed procedures.   |
| d. Administering First Aid as appropriate (if qualified).  |

**Section Six. To contribute towards a professional workforce by:**

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| a. Contributing to a well-balanced team by supporting other members of the team to develop their skills and moving to other sites as and when required to ensure balance and stability in other Kids' Club teams. |
| b. Adhering to Out of Hours Kids' Club Ltd uniform policy by wearing uniform and identification badge at all times when on site.  |
| c. Behaving appropriately at all times if in uniform.   |
| d. Attending staff meetings when required.  |
| e. Identifying any training needs to Site Manager.  |
| f. Attending relevant training courses where applicable.  |
| g. Carrying out routine administrative tasks including safety checklists, completion of daily registers or logs, observation records and any other admin task as directed by the manager.                         |
| h. Delivering and promoting good customer care with parents/carers as appropriate.  |
| i. Dealing with all confidential matters with tact and discretion.  |
| j. Sharing all duties as detailed on the weekly rota.   |
| k. Maintaining good punctuality and attendance to ensure our staffing ratios enable us to provide a high quality service with a consistent workforce.   |
| l. Undertaking any other duties as deemed necessary to enable the setting to run efficiently and safely.  |

## Out of Hours Kids' Club Ltd

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the playworker role and should be taken as guidance only. The Job Description is current as at the date shown. In consultation with staff, it is liable to be varied by management to reflect or anticipate changes in the job.

Out of Hours Kids' Club Ltd

Job Description Agreement - Staff Copy

Issue Number: 3

Staff Name	Date	Signature
Managers name	Date	Signature

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Job Description Agreement - Admin Copy

Issue Number: 3

Manager's Name	Date	Signature
General Manager	Date	Signature



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