



## **JOB DESCRIPTION**

### **Breakfast & After School Club -Play worker**

#### **Reporting to: Blast Cub Manager**

#### **Purpose of Post:**

To assist the Blast Club Manager in providing a caring, secure environment, through individual attention and a series of well planned, resourced and supervised activities that reflect government guidelines.

To be directed by the After School Provision Manager in assisting the club to operate to its full potential.

#### **Main Duties and Responsibilities:**

##### **Activity Planning**

- Through weekly meetings with the Blast Club Manager, forward plan a programme of activities for children aged between 4 and 11
- Provide safe, creative and appropriate play opportunities for a range of age groups daily.
- Prepare activities, organise programmes/ themes and arrange equipment to ensure that all activities are inclusive for all children.
- Day to day running of the club, in conjunction with other staff. Participation in all aspects, from setting up activities and meal times to clearing away at the end of the session.

##### **Liaison**

- 1 To help develop and maintain good relationships and communication with parents/carers and all relevant parties to facilitate day-to-day caring needs.
- To encourage parental 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 play workers as needed.

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

- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities
- To take responsible precautions and measures to ensure the safety of other staff and children at the club and comply with the responsibilities of the Health and Safety At Work Act.
- Provide a clean and safe environment for the children to play. This may involve physically making sure that the club is kept tidy by means of sweeping or washing up.

- Ensure food is balanced and healthy in accordance with recommended dietary requirements;
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe School policies and procedures to keep children safe from harm.

#### **Direct Playwork**

- Support the Blast Club Manager in planning a wide range of creative and enjoyable activities;
- Consult with the children in order to plan activities;
- 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;

#### **Other**

- To undertake continuous professional development, including short courses and qualifications relevant to Play work as directed by the School Provision Manager;
- To promote the aims and objectives of the School;
- To understand and adhere to School policies, procedures and standards at all times;
- To ensure the School 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;
- To ensure the School 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 School at all times;
- To participate in activities which fall outside of 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 Blast Club Manager