

**St. Paul's Community
Development Trust**



JOB DESCRIPTION

JOB TITLE	Playworker
HOURS	15 hours per week Term Time Only (option to work holidays) Hours between 2.30pm – 6pm
SALARY	£10.42 per hour
LOCATION	'The Nest' Out of School Club

JOB PURPOSE

To work within 'The Nest' Out of School Club. To undertake Escort Duties, collecting children from Local Schools and walking them back to the St. Paul's site. To provide Quality Play Opportunities and Activities ensuring children are Supervised.

DUTIES AND RESPONSIBILITIES

All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children and young people and vulnerable adults that they are responsible for, or come into contact with.

1. To assist with the setting up of a stimulating, safe play environment which includes inside and outside play or sports activities for the primary aged children who attend our Playcare service out of school.
2. To act as an escort, accompanying the children safely from local schools, walking them to the play setting in accordance with safety policies and procedures.
3. To deliver a varied programme of play activities, ensuring children are happy, have choice and are in a well supervised safe play environment.
4. To assist, as required, with the preparation of healthy refreshments, in line with the healthy eating policy, including the preparation and clearing away. To adhere to the safe and hygienic procedures for food preparation and storage.
5. To assist in maintaining the general safety, cleanliness and care of all resources used in the services and to undertake risk assessments as required.
6. To be aware of children's welfare and safety including an awareness of bullying and other forms of child abuse and to respond to any concerns following the Trust's procedures for child protection.
7. To support with fundraising activities that helps maintain services and supports future development of new services to the community.
8. To support the manager and staff team with consultation and encouraging participation by the children and families, ensuring they are able to influence and inform the future development of services.
9. To participate in the Trust's performance management scheme.
10. To undertake personal professional development and training as appropriate.

11. To assist with Community events when required.
12. To participate in the supervision process including the Probationary Review.
13. To undertake any other duties commensurate with the role and responsibilities of the post as agreed with your Line Manager.
14. To be familiar with and uphold the policies and procedures of the Trust especially those relating to Health and Safety, Equal Opportunities, Data Protection and Safeguarding.

Supervision received: Out of School Club Coordinator

Supervision exercised: Work experience students, volunteers

PERSON SPECIFICATION

METHOD OF ASSESSMENT (MOA) A = APPLICATION FORM

I = INTERVIEW

CRITERIA	ESSENTIAL	MOA	DESIRABLE
EXPERIENCE & KNOWLEDGE	<p><u>Children & Young people</u></p> <ul style="list-style-type: none"> • Experience of working with children and young people. <p><u>Safeguarding Children and Young People</u></p> <ul style="list-style-type: none"> • An understanding of ones role in relation to safeguarding the welfare of children and young people. • An understanding of child protection policy and procedures. <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> • An understanding of one’s role in relation to health & safety and the ability to follow procedures • An understanding of risk assessments <p><u>Equalities</u></p> <ul style="list-style-type: none"> • Understanding diversity and the importance of equality of opportunity and how to put it into practice. <p><u>Data Protection</u></p> <ul style="list-style-type: none"> • Knowledge and understanding and data protection and confidentiality 	<p style="text-align: center;">A</p> <p style="text-align: center;">A / I</p> <p style="text-align: center;">A / I</p> <p style="text-align: center;">A / I</p> <p style="text-align: center;">A</p>	<ul style="list-style-type: none"> • Experience of working with children who have additional needs – disability, SEN or behaviour. • An understand of the importance of play to children’s development and of the National Play Principles
SKILLS & ABILITIES	<p><u>Play Work</u></p> <ul style="list-style-type: none"> • To have the ability to create fun play environments which stimulate creative play and social interaction. 	<p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>	<ul style="list-style-type: none"> • Speak & write community languages • Makaton or BSL

CRITERIA	ESSENTIAL	MOA	DESIRABLE
	<ul style="list-style-type: none"> To have the ability to manage children's behaviour using flexible approaches and positive outcomes. 		
QUALIFICATIONS & TRAINING	Can be unqualified or have NVQ Level 2 Children's Care, Learning and Development and/or Level 2 Children and Young People's Workforce or Level 2 in Playwork or equivalent	A	<ul style="list-style-type: none"> Paediatric First Aid Driving Licence with mini-bus category MIDAS training