

## Job description example

School:	BUTTERKNOWLE PRIMARY SCHOOL
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1. **POST TITLE:** After School Club Play Leader at Butterknowle Primary School

2. **POST NUMBER:** tbc

3. **GRADE:** GRADE 2 term time only  
Job Evaluation Reference Number: tbc

4. **LOCATION:** Butterknowle Primary School

### 5. RELEVANT TO THIS POST:

**Disclosure & Barring Service:** Subject to DBS Enhanced disclosure

### 6. ORGANISATIONAL RELATIONSHIPS:

The post holder will be accountable to Head Teacher and Lead Governor

### 7. DESCRIPTION OF ROLE:

- To provide a caring, secure environment, through individual attention and group activities and to organise appropriate range of leisure activities for children between the ages of 3 and 11years old.

### 8. DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:

#### Key Areas

- Activity Planning;
- Liaison;
- Supervision and Care of Children;
- Direct Playwork.

#### Activity Planning

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

### **Liaison**

1. To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs;
2. To encourage parental involvement and support through the development of effective working relationships;
3. To consult with the children and involve them in the planning of activities.
4. To share good practice with other school staff as needed,

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

1. Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
2. Ensure that risk assessments are completed prior to commencing activities with children;
3. Ensure that food preparation and handling within the Setting is carried out within the guidelines of the Food Safety Act 1990;
4. Where food is provided, to ensure that it is balanced and healthy in accordance with recommended dietary requirements;
5. To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe Setting policies and procedures to keep children safe from harm.

### **Direct Playwork**

1. Plan a wide range of creative and enjoyable activities;
2. Consult with the children in order to plan activities;
3. Ensure that play meets the full range of children's individual and group needs;
4. To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish;

### **Other**

1. To undertake continuous professional development;
2. To promote the aims and objectives of Butterknowle Primary School;
3. To understand and adhere to school's policies, procedures and standards at all times;
4. To ensure the ASC offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
5. To assist with the preparation and maintenance of materials and equipment;
6. Recording accidents in the accident book;
7. Ensure children are collected in strict accordance with the school's Child Collection Policy;

8. To ensure the ASC offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development;
9. To ensure confidentiality within the ASC at all times;
10. To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
11. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the head teacher.

## **9. COMMON DUTIES AND RESPONSIBILITIES:**

- 9.1 Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction
- 9.2 Support the school's Behaviour Policy.
- 9.3 Follow school policy regarding care, control and supervision of students.
- 9.4 Take responsibility for own professional development/training.
- 9.5 Attend training and development activities and courses
- 9.6 Participate in the school's performance management framework.
- 9.7 Undertake Child Protection training as required.
- 9.8 Carry out duties with regard to the Equality Act to ensure that students and colleagues are treated in a fair and consistent manner.

## Person specification example

School: Butterknowle Primary School

### Person Specification – AFTER SCHOOL PLAY LEADER

	Essential	Desirable	Method of Assessment
Qualifications	A positive approach to gaining further qualifications, and continuous professional development Some understanding of the importance of Health & Safety and Food Hygiene in the workplace	Completion of Safeguarding Awareness course (Group 2) Health & Safety certificate Paediatric First Aid certificate Completion of other relevant courses Completion of a full and relevant early years and childcare or Playwork qualification at Level 2 (e.g. NVQ Level 2 in Playwork, Level 2 Certificate for the Children and Young People's Workforce), or be working towards completion	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection Process</li> <li>• Certificates</li> </ul>
Experience	An understanding of the principles of a Play Leader A commitment to the provision of high quality childcare A positive approach to learning and gaining new skills through teamwork and training opportunities Enthusiasm for consulting with children Creativity to devise new ideas and engage the children in activities		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection Process</li> <li>• Work related testing</li> <li>• References</li> </ul>
Skills/knowledge	Excellent communication skills, with children, colleagues, advisors and parents/carers. Patience, punctuality, reliability and trustworthiness Enthusiasm for working with children and young people Good organisational and planning skills	Previous experience of working with children aged 3 - 11 in a voluntary or paid capacity Knowledge of the Early Years Foundation Stage Interest in the care, learning and development of young children	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection Process</li> <li>• References</li> </ul>

	Flexibility/ adaptability Able to work in small teams		
Personal Qualities	A positive approach to inclusive practice, with children, parents/carers and colleagues		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Work related testing</li> <li>• References</li> </ul>

*In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:*

- *motivation to work with children and young people;*
- *ability to form and maintain appropriate relationships and personal boundaries with children and young people;*
- *emotional resilience in working with challenging behaviours;*
- *attitudes to use of authority and maintaining discipline;*

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment