

Before & After School Club Play Worker

Job Description

Grade: GR2

1. Job Purpose

- 1.1 To support the Before & After School Club Manager and Staff in the provision of wrap around care for the pupils of Coppice & Langley Schools.
- 1.2 To plan games and activities for pupils to interact with in the Before & After School Club.

2. Key Responsibilities

Support for Pupils

- 2.1 Support the activities of individuals or groups of children. Participate in the interaction of children, including contributing to their health and well-being
- 2.2 To plan, offer & supervise a range of appropriate age-related activities for children in the club
- 2.3 Support children with special needs (if appropriate to the focus of the role)
 - 2.3.1 Sensory and/or physical impairment
 - 2.3.2 Cognition or learning difficulties
 - 2.3.3 Behavioural, emotional and social development needs
 - 2.3.4 Communication and interaction difficulties
 - 2.3.5 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority
- 2.4 Support for Gifted and Talented pupils

Support for the Club Manager

- 2.5 Provide support for activities by

- 2.5.1 Supporting the club manager in the planning and evaluation of activities
- 2.5.2 Supporting the delivery of activities
- 2.6 Support in organising effective activities and maintaining appropriate records
- 2.7 Support activities in the club
- 2.8 Support the maintenance of pupil safety and security
- 2.9 Contribute to the management of pupil behaviour by
 - 2.9.1 Promoting school policies with regard to pupil behaviour
 - 2.9.2 Supporting the implementation of strategies to manage pupil behaviour
- 2.10 Provide clerical/admin. support, eg., photocopying, collecting money, general administration

Support for the club

- 2.11 Provide support to colleagues
- 2.12 Develop own effectiveness in a support role

General

- 2.13 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.14 To ensure their tasks are carried out with due regard to Health and Safety
- 2.15 To participate in appropriate professional development including adhering to the principle of performance management.
- 2.16 To adhere to the ethos of the school
 - 2.16.1 To promote the agreed vision and aims of the school
 - 2.16.2 To set an example of personal integrity and professionalism

2.16.3 Attendance at appropriate staff meetings and parents evenings within working hours

2.17 Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer's Job Title: Before & After School Club Manager

3.2 Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~
2. Left to work within establishment guidelines subject to scrutiny by supervisor
- ~~3. Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	NVQ Level 2 qualification	AF/C
	Good numeracy and literacy skills	AF/I/T
	Good ICT skills	AF/I/T
Experience Relevant work and other experience	Experience of working with children	AF/I
	Some experience of supporting children in Literacy, Numeracy and working with SEN groups and individuals	AF/I
	Some experience of using ICT effectively	AF/I
	Knowledge of policies and codes of practice/legislation	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	A good understanding of child development and learning processes	AF/I
	The ability to follow instructions from the club manager and also be able to work independently	AF/I
	To make effective contributions to the team as appropriate	AF/I
	The experience of and the ability to deal positively with children and parents	AF/I
	The ability to manage behaviour effectively	AF/I

	Show initiative and work independently	
Training		
Other	Enjoy working with children	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
