

Out of School Club Play Worker

Job details

Job Title	Out of School Club Play Worker
------------------	---------------------------------------

Reporting to	Out of School Club Supervisor
---------------------	--------------------------------------

Responsible for	
------------------------	--

I agree that this document is a true account of my roles and responsibilities.

Signature:

Date:

Job Description

Purpose of the post:

To support the delivery of an effective after school childcare programme, whilst adhering to the Policies & Procedures of Great Western Pre-School Nurseries and Out of School Clubs.

- Ensuring confidentiality is maintained in each service.
- Having key-holder responsibility if required.
-

Company Responsibilities

- Promote and support the aims of the Company.
- Develop and maintain effective working relationships with the persons to whom you report.
- Co-operate with colleagues to promote a cheerful, open and supportive environment.
- Carry out your duties in a careful and professional manner using initiative.
- Respect strict security guidelines with regard to child safety and protection.
- Follow procedures for the areas in which you are working.

Main duties and responsibilities

- Plan and oversee a varied programme of games and activities in conjunction with colleagues.
 - Supervise, lead and assist children in activities and games whilst encouraging good behaviour in accordance with club policies.
 - Prepare and assist with serving of refreshments to children.
 - Take responsibility, along with other staff, for the Health and Safety, accident prevention and smooth running of emergency procedures for both children and other members of staff.
 - Take responsibility, with other staff members, for following the club's registration and departure procedures.
 - Understand and follow the club's Child Protection Policy.
 - Assist with the setting out and clearing up of club equipment.
 - Carry out administrative and financial record keeping in line with the club's agreed procedures.
 - Carry out any reasonable requests from the club coordinator.
 - Provide safe, creative, appropriate play opportunities in a caring environment.
 - Create an environment in which play occurs naturally and is appropriate to the age and ability of the children.
 - Encourage parental support for the club through participation.
 - To undertake weekly advanced planning of activities.
 - Ensuring that the preparation, care, cleanliness and maintenance of the premises and equipment are carried out according to the Policies & Procedures and risk assessments.
 - Recording and monitoring accident, incident and risk assessment records.
 - Attending staff meetings at times appointed by the Line Manager.
-

- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed.
- To participate in one to one supervisions and appraisal with Line Managers and to promote and sustain own personal and professional development.
- To promote and protect the professional reputation of Great Western Pre-School Nursery and Out of School Clubs at all times.

General Requirements

- The post holder must at all times carry out his/her responsibilities with due regard to the Great Western Pre-School Nursery and Out of School Clubs policy, organisation and arrangements for Health and Safety at Work.
 - It is your responsibility to carry out your duties in line with the Great Western Pre-School Nursery and Out of School Clubs policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with in the club
-

Person Specification – Out of School Club Play Worker

	Essential	Desirable
Qualifications		
1. Support Worker – Willingness and Commitment to undertake a relevant qualification as recognised by the Scottish Social Services Council (SSSC) suitable for registration as support worker. Practitioner – Holds or is working towards a relevant practice qualification as recognised by the Scottish Social Services Council (SSSC) Suitable for registration of practitioner.	✓	
2. Commitment to continuing professional development.	✓	
Experience		
3. Experience of working with school age children	✓	
4. Experience of record keeping and maintaining confidentiality.	✓	
Knowledge		
5. Knowledge of child development, learning and related theory and practice including behaviour management.		✓
6. Knowledge of current legislation and procedures relating to the Children Act, SEN code of practice, inspection framework, H&S and Child Protection.		✓
7. Knowledge of working positively with parents and the local community.		✓
8. Knowledge of Health & Safety issues and legislation.	✓	
Skills		
9. The ability to plan, deliver and assess the activities in a meaningful way to meet the needs of individual children.		✓
10. Ability to communicate effectively and prepare clear information for staff and parents/carers both written and oral.	✓	
11. Ability to use computer based systems including word processing & spreadsheets.		✓
12. Ability to work as part of a team	✓	
13. Willing to work flexibly to meet the needs of the club.	✓	