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**Play Worker, Belleville Primary School**

**PURPOSE OF THE ROLE**

To support Belleville’s ‘wraparound’ provision (breakfast club and/or after school club). This will involve supporting children to participate in engaging and enriching activities and making sure they follow relevant policies and procedures to ensure their safety and wellbeing.

Monday to Friday during school term time, including set up, preparation and clear up time.

* The Breakfast Club runs from 7:30am to 9:00am – staff working hours are 7:15am to 9:00am.
* The After School Club runs from 3:20pm to 6:30pm – staff working hours are 3:00pm to 6:30pm.

You may support either club, or both – individual hours will be confirmed on an annual basis.

**ROLE DETAILS**

**Salary:** London living wage (£13.15 per hour).

**Hours:** School term time. Hours will be dependent on whether you support breakfast club, after school club or both. In addition, you will need to attend some training or briefing sessions (you will be given advance notice and paid accordingly).

**Location:** Belleville Primary School. We have two sites: Webb’s (SW11 6PR) and Meteor (SW11 5NZ). You must be prepared to work at either site and be ready to move between the two sites as required.

**Contract type:** Permanent. **Reporting to:** Wraparound Programme Manager.

**MAIN DUTIES AND RESPONSIBILITIES**

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| All children and adults are **safe**  |
| * **All members of staff are responsible for safeguarding the children in our care.**
* Provide full care for the children attending the programme, supervising them during recreational activities and when eating, ensuring they feel safe and looked after at all times.
* Be aware of and support children’s medical/dietary needs, and assist with any first aid required.
* Make sure equipment is set up, used, maintained and put away safely.
* Ensure a high standard of safety and hygiene, helping to provide and clear away food, clear up spillages or breakages, and taking action to minimise health and safety risks.
* Ensure the safe transfer of children to class (after breakfast club) or collection (after school).
* Help maintain attendance, contact and collection records, keeping personal information confidential.
* Follow school policies for safeguarding, medical needs and health and safety, including the procedures for reporting disclosures, concerns, first aid, or health and safety incidents.
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| All children and adults are **excellent learners**  |
| * Support the delivery of an excellent, engaging, developmental programme of activities and experiences.
* Help to meet the needs of all children, adapting activities as appropriate to their age and needs.
* Supervise pupils during activities and monitor and support their engagement.
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| All children and adults have **excellent social and emotional skills**  |
| * Encourage positive behaviour (“Making the Right Choices”), independence and self-esteem.
* Make behaviour expectations clear, help children resolve issues, and follow the school behaviour policy.
* Report incidents of serious misbehaviour to the management team.
* Follow directions from the school team on supporting specific pupils with challenging behaviour.
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| All children and adults **achieve and succeed**  |
| * Support the aims and ethos of the school and the Quality First Education Trust.
* Take responsibility for understanding and following all relevant school and trust procedures.
* Set a good example in terms of conduct, dress, punctuality, attendance and self-development.
* Participate in and contribute to staff training, meetings and professional development as required.
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**PERSON SPECIFICATION**

This specification acts as selection criteria and gives an outline of the type of person we are looking for.

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| **Essential requirements** |
| **Qualifications** | Level 2: Minimum of 5 GCSEs grade 4-9 (or equivalent)  |
| **Experience** | Experience of working with children of primary school age  |
| Experience of delivering activities that engage and develop children |
| **Knowledge and Understanding** | Has an understanding of good quality childcare  |
| Has an understanding of school safeguarding and child protection duties  |
| Has in interest in child development and meeting different needs |
| **Skills and abilities** | Able to engage children in fun and developmental activities  |
| Can communicate and build relationships with children, parents and carers, and staff  |
| Deals with issues with empathy, sensitivity and appropriate confidentiality  |
| **Personal and professional standards** | Is motivated and proactive  |
| Has a relentless drive for improvement, excellence and equality  |
| Is committed to safeguarding, equality, diversity and inclusion |
| Will uphold and promote the ethos and values of the school and the trust  |
| Works well as part of a team, taking direction and working unsupervised as required |
| Has an exemplary record of attendance and punctuality |
| Holds high expectations of pupils, adults and self |
| Is committed to personal and professional development |
| Is reflective and learns from experience |

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|  | **Desirable (non-essential) requirements** |
| **Qualifications** | Level 3: Certificate, award or diploma related to childcare  |
| First Aid qualification/training and experience  |
| Full clean driving licence to enable quick travel between our school sites if needed |
| **Knowledge**  | Some knowledge of Special Educational Needs and Disabilities (SEND) |

**PLEASE NOTE**

The job specification in this document is illustrative of the general nature of the role, and level of responsibility.

It is not a comprehensive list of all tasks. The postholder may be required to carry out other duties appropriate to the level of the role.

The job specification may be modified by the Headteacher/Executive Headteacher to reflect or anticipate changes in the job, commensurate with salary and job title.

This post is subject to an enhanced DBS with barred list check.  It is an offence to apply if you are barred from working with children. All applicants must complete the full Q1E application form (CVs are not accepted). Appropriate references will be sought, and we may carry out online searches of shortlisted candidates.