

St. Michael's C of E Primary School
Playworker
Job Description

Purpose

Playworkers are employed by the school to assist with the planning, day-to-day organisation and operation of the breakfast club and/or after-school club, providing high quality play opportunities and care for children in an inclusive environment.

Support for pupils

- Be responsible for supporting the play of groups or individual children, including those with special needs, ensuring their safety.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities.
- Set challenging and demanding expectations and promote self-esteem and independence.

Support for the playleader

- Be involved in the development of care and creative play opportunities in consultation with children, and in accordance with Playwork Principles and relevant childcare legislation.
- Deputise for the playleader when required.
- Help to create and manage the classroom as a purposeful and orderly environment.
- Promote good pupil behaviour, following the school's behaviour policy and encouraging pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Assist with the handover/collection of children to/from other areas of the school and ensure their safe handover to parents/carers at the end of the day.
- Prepare food and drink that promotes healthy eating and complies with current school food guidelines and food safety legislation.
- Assist with day to day administration and record keeping.
- Administer first aid and medication as appropriate.
- Help with the development, maintenance and use of resources for play.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to play opportunities.
- Contribute to the overall ethos/work/aims of the school.
- Work within agreed policies and procedures.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

- Promote good pupil behaviour, following the school's behaviour policy in all areas of the school.
- Contribute to the management of resources and resource storage areas, helping to maintain them in an orderly, functional fashion.

Health and Safety

- All employees have a duty under the HASAW Act to co-operate with the Council's officers and to assist them so far as is necessary in meeting their delegated responsibilities. In order to achieve this objective all employees should:
 - a) keep themselves informed of the Directorate's health and safety policy, safety procedures, safety action bulletins, newsletters and other health and safety information appropriate to their employment;
 - b) take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions at work, and, where it is in their control, take any appropriate remedial action necessary; and
 - c) report to their immediate supervisor any accident, work related ill-health, dangerous occurrence, unsafe system of work, work practice or damage to equipment, plant or premises as soon as possible after it comes to their notice.
- Co-operate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Head of Establishment of any "Near-Misses".
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off-site issues.
- Raise health, and safety and environmental issues with pupils.