



Holy Family Catholic Trust

Multi Academy Trust

St Augustine's Catholic Primary School Job Description

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| Job Title: | Out of School Club Playworker |
| Location: | HFCMAT – St Augustine's Catholic Primary School |
| Responsible To: | Head of School / Executive Headteacher |
| Salary Grade: | Band A, scale point 2 £22,366 FTE £3,282 Actual |
| Contract: | This is a full time, fixed term contract. This post is 6.25 hours per week, Monday to Friday 7:30am - 8:45am, 38 weeks per year |

Key Purpose of Job

Based within our breakfast club at St Augustine's Catholic Primary School, the Out of School Playworker will:

- Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents or carers.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Helping with club administration, where necessary.
- Facilitating good communication with all members of the organisation, parents, schools and childcare.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club's policies and procedures.

Key Responsibilities of the Post

Specific Duties and Responsibilities

1. Support for students

- To promote students' development in a safe, secure, environment.
- To have regard for the safety and well-being of the students at all times.
- To participate in students' play and extend and stimulate language through conversation.
- To focus on individual students to ensure their needs are being met within the group.
- To encourage inclusion within the group.
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc).
- To encourage students to interact with others and engage in activities led by the Club Play Worker.
- To support the development of students' social and communication skills.

GENERAL

The Club Play Worker may be called upon to perform other duties that the Head of School considers reasonable, that are commensurate with the grading and designation of the post.

Supervision / Line Management Responsibilities of the post

- None

Working Environment & Conditions of the post

Normal School environment

Other Duties

- To support and promote the catholic ethos
- To undertake additional duties as required, commensurate with the level of the job
- To contribute to the effective working of the HFCMAT
- Maintain positive, professional relationships with students, parents/carers and teachers
- To participate in induction training, staff review processes and professional development opportunities
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings and school vehicles
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures
- The post-holder must comply with the Trust/School's Health and Safety requirements specifically for the school they are based
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

**St Augustine's Catholic Primary School
Person Specification**

| Area | Job requirements | Essential/Desirable | Evidence |
|--|---|---------------------|----------|
| A. Qualifications and Professional Development | GCSE English and Maths (grade C or above) or equivalent | D | A, I, R |
| | Willingness to identify and take part in relevant self-development opportunities | D | A, I, R |
| B. Experience | Successful experience of working with young people, perhaps as a parent or voluntary worker | D | A, R |
| | Successful experience of being a paid worker in roles working with young people | D | A, R |
| C. Knowledge/Skills | Supervise students, and adhere to defined behaviour management policies | E | A, I, R |
| | Work with guidance, but under limited supervision | E | A, I, R |
| | Liaise and communicate effectively with others | E | A, R |
| | Demonstrate good organisational skills | E | A, I, R |
| | Commitment to the safeguarding of students | E | A, I, R |
| | Knowledge and understanding of the needs of young people and the ways in which they learn | D | A, I, R |
| | Awareness of behaviour management strategies | E | A, I, R |
| | A knowledge and understanding of equal opportunities | D | I, R |
| D. Other Conditions | Satisfactory pre-employment checks including DBS | E | R |

Key to Evidence:

A – Application Form & Letter

C - Certificates

I – Interview

R - Reference