BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Job Description

Job Title: Wrap Around Care Play Leader
Hours: Up to 20 hrs per week term time only (Monday -Friday 7:15 – 8:45 and 3:00 – 5:30
Responsible to: Supervisors
Salary: Grade 3 (£25,614 - £26,016 FTE per annum), pro rata.

The Role:
Before and after school Club Play Leader is a capable individual with responsibility for caring for children and maintaining a high-quality, stimulating learning environment.
They are warm and responsive, working flexibly and effectively as part of a team to ensure the smooth running of the club.

Main duties and responsibilities:

- To create a safe, welcoming and inclusive environment for all children
- To share responsibility for the welfare of all the children at the club, following safeguarding procedures to ensure consistent, high quality care
- To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies
- To be reliable, punctual and professional and a good role model to the children and other staff members, at all times
- To interact positively with children and to encourage them to engage in meaningful and constructive activities, encouraging positive social skills and good behaviour of pupils
- To deal with emergencies that may occur seeking support from the Supervisor
- To administer first aid as appropriate and to comply with the School First Aid policies and procedures, ensuring all accidents are recorded appropriately in the accident book and that parents are informed
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty
- With the support of the Supervisor and Manager, contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times
- Liaise with parents/carers professionally
- Be aware of and implement all school policies and procedures
- Assist with the general welfare/ hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils in their choice of meals
- To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment
- To liaise with the Supervisor directly when required
- Set up and tidy the venue daily; ensure all areas are clean and tidy at the end of the session.

Role Specific and Administrative duties

- Ensure children are accounted for at all times and be aware of the attendance for the session
- Complete an accident form as necessary, making sure that the Supervisors are informed of any incident
- Serve food and snacks to the children.
- Be aware of children's individual needs and requirements e.g. allergies, SEND.
- Follow the activity rota and be responsible for collecting the resources needed
- Play with the children
- Ensure children are well behaved- modelling respectful and courteous behaviour in line with the School's Behaviour policy
- Report all concerns to the Supervisor
- Liaise effectively with the team
- Support and help children with their homework

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To undertake any other duties as required according to the need of the club

This job description is intended to give you an indication of the main duties, but is not meant to be an exhaustive list

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and experience	Experience of working with children GCSE's including English First Aid (training available)
Skills and knowledge	Excellent communication skills Good organisational skills Empathy when dealing with children and care for their well being Interact effectively with children Good knowledge of health and safety and hygiene procedures A commitment to undertake training and continuous professional development The ability to remain calm in stressful situations
Personal	Enjoyment of working with children Self-motivated and enthusiastic Patient, tolerant and friendly approach Honest, trustworthy and reliable with a flexible approach Displays an awareness, understanding and commitment to the protection and safeguarding of children Commitment to maintaining confidentiality at all times Uphold the reputation of the school Contribute to the school's commitment to equality of access to opportunities to learn and to develop all pupils.