

JOB DESCRIPTION

POST: Wraparound Playworker

RESPONSIBLE TO: Wrap Around Care Manager & Headteacher

RESPONSIBLE FOR: The care of children while in attendance at the breakfast or after school club

GRADE: Scale 2

Brief Description of job:

The Wrap Around Care Play Leader will help the Wrap Around Care Manager in the day to day running of the breakfast and/ or after school club facility. To support high quality provision for the children's social, educational and recreational needs in a safe, stable environment. To work, and be familiar, with all school policies, especially those related to equal opportunities.

Main responsibilities:

1. Collecting children from their classrooms
2. Attend to the children's personal needs, including social, health, physical, hygiene, first aid and welfare matters
3. Assisting in the setting up of activities
4. Supervising activities
5. Ensuring that health & safety and child protection rules are adhered to
6. Preparation and serving of snacks and refreshments
7. General first aid
8. To promote effective working relationships
9. Act as key worker to identified children
10. Any other duties which are reasonably requested by the Wrap Around Care Manager

General

1. To attend for work reliably and punctually.

2. To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.
3. To continuously develop your own practice, taking responsibility for identifying and addressing your own training and development needs.
4. In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for pupils.
5. To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

PERSON SPECIFICATION

POST: Wraparound Playworker

SCHOOL: Rathfern Primary School

GRADE: Scale 2

Note for the candidate

The person specification is a picture of the knowledge, and experience needed to carry out the job. It has been used to draw up the advertisement and will be used in the shortlisting and interviewing process for the post. Those points asterisked will be used in drawing up the shortlist, so must be addressed in the application.

Knowledge and Understanding

S/he will be expected to show knowledge and understanding of:

- * equal opportunities issues
- * working with or caring for children of relevant age
- * how working in a after school care environment might be different from working elsewhere

Skills and Abilities

NVQ level 2 or equivalent

The candidate will be expected to demonstrate the ability to:

- * good numeracy/literacy skills
- * basic knowledge of first aid
- * use basic technology - computer, video, photocopier
- * deal with children with warmth, care, and understanding, and yet set clear and appropriate boundaries for behaviour
- * support pupils with a physical disability to access the provision
- * work with and relate positively to colleagues and parents
- * relate well to children and adults
- * work constructively as part of a team, understanding roles and responsibilities and your own position within these
- * rapidly gain new knowledge and skills
- work with a wide range of cultural, ethnic and social groups
- react positively to change
- be self-starting, acting with initiative and solving problems
- organise workload and prioritise tasks

Commitments

The candidate will need to show commitment to:

- implementing the aims and values of the school
- her/his personal and professional development
- coping with the health, hygiene and welfare needs of children, particularly younger children and children with SEN

As an employee of the London Borough of Lewisham, you will be required to pursue actively the council's policies on equal opportunities and race relations and to undergo any training associated with this.