



Head Teacher. Colin Marks
Trust Executive Deputies. Nick File
Trevor Goakes

Job Description

Post Title: Playworker

Grade: Grade 4

Responsible to: Team Leader and Director of Learning

Main Responsibilities

General Overview

To ensure the security and care of our pupils and promote their social development during their time at the After School Club. Follow instruction and work to high standards and be willing to support the school in its visions and values.

Main Responsibilities

- To supervise children at all times, ensuring the safety, welfare, physical and mental well-being of children and the maintenance of good order and discipline.
- Take an active role in planning and implementing play-based activities by interacting with and supervising the children.
- To report to the Team Leader at the beginning of the session and receive any instructions with regard to duties.
- Work within the clubs Policies and Procedures
- Help prepare snacks and drinks for the children, encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food.
- To ensure that all children who suffer any injury or accident are dealt with appropriately in accordance with the clubs agreed procedures.
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Manager.
- Take turns with other staff in cleaning the premises.
- Ensure all children are only collected by listed individuals authorised to collect. Check on any strangers who may enter the school grounds and report any concerns to the Team Leader.
- Any other related tasks at the discretion of the Team Leader or Director of Learning
- Take part in training required as and when necessary.

- Attend staff meetings if required.
- Be part of Performance Management Reviews
- Have an awareness of the risks involved in activities
- Have an awareness of the fire evacuation process