

## **OOSC Playworker - Job description**

### **Day to day function**

- Work with the team to provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.
- To be responsible for planning and preparation of activities and to lead a group of children in a varied activity such as sport and creative.
- Liaise with the Manager with regard to the needs of the children who attend the club.
- To liaise with parents and bring any concerns to the attention of parents.
- To note any important information from parents and pass on to relevant professionals.
- Organise the space and resources to create a welcoming, relaxed and informal environment.
- Meet and greet parents & children as they arrive: ensure a positive relationship with both.
- Monitor behaviour and ensure everybody is happy and content: any concerns should be shared with the relevant professionals.
- Ensure there is a good standard of behaviour in line with the school's behaviour policy.
- Communicate any relevant news or issues to others in the team.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Follow the Out of School Club Behaviour policy and ensure any unacceptable behaviour is dealt with in line with policy and procedure.

### **Safeguarding and First Aid**

- Ensuring the safeguarding and welfare of children within the club. 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 a session.
- Report concerns via Gordian and inform the DSL when needed. Liaise directly with the Front Door Service for help and advice.
- Be up to speed with knowledge of infectious diseases, policies and refuse entry to the club depending on the quarantine periods required.
- To administer first aid, when appropriately trained, and assist with sick children where necessary. To comply with the School First Aid policies and procedures, ensuring all accidents are recorded appropriately and that parents are informed.

### **Health and Safety**

- Follow and understand our Health and Safety policy and procedures.
- Ensure that risk assessments are in place and regularly updated.
- Responsible for ensuring incident reporting and subsequent action needed. Reporting incidents or risks not just in Out of School Club but having an overall responsibility and awareness of health and safety in the wider school.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities.

Kings Priory School - OOSC Playworker – JD– May 2023

