

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Play Worker
School	Damson Wood Nursery and Infant School, Central Schools Trust
Salary Band/Range	Band B
Responsible to	Woodies Childcare Manager & Headteacher
Hours	22.5 hours per week – Term Time Only
Days per week	Working Pattern to be negotiated (Monday-Friday 7.45am-6.00pm) Plus possible additional hours on a casual basis as required in Woodies Childcare or School Nursery.

## 1. Job Purpose

To assist the team in developing and delivering a high-quality provision for 2, 3 and 4 year old children within the Early Years during the school day, and for 2-7 year olds in our Before and After School Club.

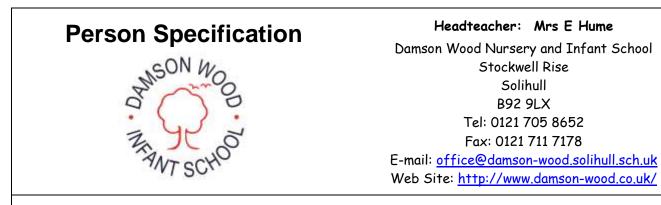
2.	2. Key Responsibilities		
	24 Main Dut		

2.1	Main Duties
	Planning, organising and supervising play opportunities following the lead from the Manager.
	Providing age appropriate play opportunities for children during each session which are safe and imaginative allowing them to play in a creative and exciting manner.
	Preparing resources that support these activities including the setting up and clearing away process.
	Actively engaging and playing with children, supporting them in a professional and inclusive manner.
	Preparation of snack time and positively assisting the children along with supporting the need for independence undertaking duties that may become necessary e.g. nappy changing
	Maintaining effective records of work to assist in the ongoing assessment process through observing, monitoring and developing children's progress during play.
	To use initiative in developing friezes and displaying children's work.
	Attending / instigating regular team meetings and any other meetings as may be required.

		Keeping up to date and familiar with both Woodies and school aims, policies and procedures, relevant learning and development documents e.g. Early Years Foundation Stage, and being aware of the routines for all aspects of the day.
		To complete day-to-day administration and record-keeping where appropriate.
		The post holder is expected to show initiative and reasonableness, and to take care in carrying out all tasks as are delegated.
		The post holder is responsible for carrying out any other duties as required by the setting as are appropriate with the grade and designation of the post, subject to any reasonable adjustment under the Disability Discrimination Act 1995.
	2.2	People
		Carry out the role of Key Person to help ensure that every child's care is tailored to meet their individual need, offering a settled relationship for the child and building a relationship with their parents/carers.
		Encouraging fair and caring behaviour amongst the children and dealing with any challenging behaviour.
		Working in close partnership with staff and supporting and sharing in the positive ethos of the setting and school.
	2.3	Safeguarding
		Central Schools Trust and Damson Wood are committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
		The post holder is responsible for maintaining confidentiality in line with school and trust guidance and that of the Local Safeguarding Children Partnership.
	2.4	Financial
		The post holder has no financial responsibilities.
	2.5	Buildings & Equipment
		The post holder is responsible for the day to day use and storage of both indoor and outdoor equipment and for monitoring and requesting materials and resources as required.
	2.6	Health & Safety
		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
	2.7	Policies & Procedures
		The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

3.	Othe	ther Conditions		
	3.1	Mobility		
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.		
	3.2	Equal Opportunities		
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.		
	3.3	Variations to Job Descriptions		
		Due to changing demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.		
	3.4	Training and Development		
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs. The school will provide essential training for this role which the post holder is expected to attend.		
	3.6	Core Qualities & Leadership Framework		
		The School expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.		

Reviewed by:	Emily Hume
Date:	February 2024



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	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	NVQ level 3 childcare qualification	Child protection training	Application Form
Quantications	GCSE or equivalent in English and Maths	Paediatric First Aid Qualification	Interview

Skills & Abilities	Skilled in listening to and being able to socialise and communicate with children Able to build good relationships with children, their parents and carers Able to understand the needs of young children	Special interests transferable to children and young people Relevant experience of working with young children.	Application Form Interview
	Able to be patient and tolerant in dealing with children Able to win confidence of children, staff and adults in the school community		
	Able to demonstrate a commitment to improving services to children		
	Able to safeguard pupils by taking account of medical conditions and risks in the environment and acting to address concerns which arise in a timely and appropriate manner under the guidance of the Woodies Manager and Senior Leadership Team.	Relevant safeguarding training. First aid experience.	

Experience & Knowledge	Experience of developing and supporting programmes of activities for children Experience of operating effective systems for planning, recording, evaluating and monitoring Experience of ensuring the health, safety and welfare of children Knowledge of child development through play, and the principles of playwork Basic understanding of child development and learning	Experience of promoting the participation of children and young people Experience of instructing/ supervising others in delivering programmes of activities for children Experience of working with Children with special educational needs Awareness of child protection issues Awareness of the needs of disadvantaged groups and of the practical implementation of equality and diversity Knowledge of Early Years	Application Form Interview
Core Qualities	Personal Effectiveness: makes things	Curriculum	Interview
Core Quanties	happen; operates with resilience, flexibility and integrity.		Interview
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches, as part of a team		
	Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.		
	Service Delivery: understands pupil needs and responds appropriately and demonstrates continuous improvement.		
	Effective written and oral communication		Application form and interview

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