Winsor **Primary School Wraparound Play worker Job Description**

| **Job title:** Playworker  **Reports to**: Wraparound Club Manager  **Job Number:** | **Department**: Education  **Division/Section**: Non Teaching  **Grade:** Scale 2 |
| --- | --- |
| **Job Purpose**  To assist the Wraparound Club Manager in providing a caring, secure environment, through individual attention and a series of well planned, resourced and supervised activities that reflect government guidelines.  To be directed by the Wraparound Club Managerl in assisting the club to operate to its full potential. Be willing to take on observations, assessments and any other duties as directed. | |
| **Key Accountabilities**   * To assist the Wraparound Club Manager in providing a stimulating play programme for children attending wraparound care which takes account of their individual needs and interests. * To ensure that activities undertaken are delivered with due regard for the health and safety of children and in accordance with good childcare practice. * To work in ways that will enable the children to participate in decision-making processes in their project. * To be aware of safeguarding issues and to promote the rights of the child statements. * To take the role of a key worker for a group of children as advised by the Wraparound Club Manager. * Where appropriate, to take specific responsibility for identified children with specific needs. * To develop and maintain good working relationships with colleagues including those within the team, the school staff, social workers, Newham Children and Young Peoples Service, other child-centred organisations, centre users and other member of Winsor Primary Staff. * To participate in the overall development of the team to ensure provision of a quality service, responsive to the needs of children and their parents/carers. * Maintaining confidentiality of the knowledge of child/rens registration forms, understanding the context of sensitive information. * To keep the Wraparound Club Manager informed of issues associated with children’s behaviours and involvement on the project ensuring that any concerns are immediately reported. * Where appropriate, to maintain specific records on individual children as advised by the Wraparound Club Manager. * To ensure the proper use and security of premises. Also ensure that the equipment and materials are safe and durable. If any need replacing or may cause harm, inform the Wraparound Club Manager. * To undertake any other duties fit within the grade of the post, and provide flexibility which may from time to time be required to ensure the effective delivery of services. * A commitment to undertake other relevant training. * To communicate and feedback regularly to Parents and carers in an approachable and professional way * To prepare simple snacks or meals in compliance of all Health and Safety, and food preparation regulations | |