

BRACKNELL FOREST COUNCIL

JOB DESCRIPTION

Job Title: Wrap Around Playworker	Location: Whitegrove Primary School
Salary Range: Grade K (point 3)	Working Pattern: Everyday, term time, hours defined in contract (usually 7.30-9am, 2.45-6pm or 3.30-6pm)

JOB PURPOSE

To work under the supervision of the Wrap Around Manager (at either Drop Club or Stay at School Club) to support the safe and efficient running of wrap around care, providing a safe and stimulating childcare environment.

MAIN DUTIES AND RESPONSIBILITIES

- Be involved in basic food preparation in advance of the children arriving at the club. (this is may include cutting fruit and vegetables, opening packaging and locating crockery and cutlery.)
- Setting up the snack in the hall, including erecting tables.
- Help the manager to collect and register children
- Supervising the children during snack time, setting clear boundaries and routine for the children.
- Clearing up in the hall after snack time and washing up (on a rota with other staff)
- Provide stimulating and fun activities for individual pupils and groups of pupils aged 4-11, under the direction and supervision of the Wrap Around manager.
- Supervise pupils during activities and help to resolve issues between pupils
- Monitor pupils that aren't engaging in play and feed back any concerns to the supervisor
- Offer support and instruction where needed, to help pupils to share equipment or to play appropriately (this might include rough play)
- Follow any directions from class teachers or senior leaders on supporting specific pupils with challenging behaviour or medical needs
- Support pupils with their independence and self-esteem when carrying out activities
- Be engaged alongside other playworkers in the packing up of the club
- Administering basic first aid and recording any accident which take place during the club.
- Report any first aid administered to children to parents/ carers at collection time.
- Report any observations that might be considered as safeguarding concerns to the manager and record on the safeguarding portal.
- Playworkers in this role are expected to undertake the following where appropriate:
 - Provide support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
 - Provide support to pupils where English is not their first language
 - Provide (or support with) intimate care where needed
 - Establish and maintain professional relationships with families and carers when registering drop off children or handing over SAS children at pick up time.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

The post holder is responsible for ensuring that the school safeguarding policy is adhered to and concerns are raised in accordance with this policy.

**BRACKNELL FOREST COUNCIL
PERSON SPECIFICATION**

Job Title: Wrap around care playworker	School: Whitegrove
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	Good literacy/numeracy skills (GCSE or equivalent)	L2 or above NVQ (or similar) in child care Have undertaken paediatric first aid training. Food hygiene L2 training
Competence Summary (Knowledge, abilities, skills, experience)	Working knowledge of child development, relevant policies/codes of practice, and awareness of relevant safeguarding legislation. Able to use school IT systems, e.g. email to communicate and to complete training Able to relate to and communicate well with children and adults, motivate pupils and explain instructions to pupils and respond sensitively and flexibly to competing demands. Able to work effectively as part of a team, understand wrap around roles and responsibilities and follow and interpret instructions and guidance. Able to learn and take responsibility for own development and share knowledge with colleagues and support their development.	Experience of working with young people in a learning environment (might include working in a school, nursery, in youth organisations, babysitting or similar) Able to work with pupils within an agreed behaviour management policy.
Work-related Personal Requirements	Committed to equality of opportunity Able to supervise small groups of children. Enthusiasm to lead sporting, craft or recreational activities for 4-11 year olds.	Experience of dealing with parents and carers. Skills in sports, crafts or activities suitable for primary age children.
Other Work Requirements	Suitability to work with children.	Able to identify own training needs and actively seek learning opportunities and participate in training and development activities.