JOB DESCRIPTION

**Job title:** Wrap-around Play Leader

**Grade:** E

**Responsible to:** Head Teacher, Assistant Head Teachers,

Local Governing Body

**Supervisory responsibility:** The post holder may be responsible for the deployment and supervision of work to Play Assistants relevant to their responsibilities

**Important Functional Relationships:** Other Teaching Staff, Support Staff, Pupils, Parents

**Main Purpose of the Job**

To provide a safe, caring and secure environment, through individual attention and group activities, and to organise an appropriate range of leisure activities for children between the ages of four to eleven, taking responsibility for promoting and safeguarding the welfare of children and young people.

**Duties and Responsibilities:**

**Main Duties**

* To ensure a high standard of physical, emotional, social and intellectual care for all children placed in the out of school service.
* To ensure correct child to staff ratios are adhered to on a day to day basis and arrange as appropriate.
* To supervise and give direction and guidance to all other team members including volunteers and student placements.
* To lead and work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of children.
* Have high expectations of behaviour, promoting self-control and independence of all children.
* Be responsible for promoting and safeguarding the welfare of children and young people, raising any concerns following school protocol/procedures.

**Activity planning**

* To provide safe, creative and appropriate play opportunities including preparing activities, organisation programmes, arranging equipment and providing appropriate resources.
* To ensure that all activities are carried out within an equal opportunities framework.
* To provide an environment in which children can adapt their own play opportunities and lead their own development and interests.
* To undertake any necessary training.
* To encourage community-wide participation and activity planning and delivery.

**Partnership with parent/carers and community**

* To develop and maintain good relationships and communications with parent/carers to facilitate daily care routines.
* To encourage parent/carer involvement and support through the development of effective working relationships by promotional sessions/newsletters/fun days.
* To ensure that the SLT is kept informed on all matters relating to the running of the out of school service.
* To consult with the children and involve them in the planning of resources, activities and environment.
* To encourage a close liaison with the schools staff team and other related agencies.

**Supervision and care of children**

* Supervise students and other volunteers that may be involved in the service.
* Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
* Ensure that food provision is carried out within the guidelines of the Food Safety Act 1990, and is balanced and healthy in accordance with dietary requirements and meets cultural and religious beliefs.

**Direct play work**

* Ensure that extensive choice of creative and enjoyable activities are offered and made available for children to access freely and adapt to suit their own needs and interests.
* Ensure play meets the full range of children's individual and group needs and interests.
* Ensure that the activities offered are delivered within the Playwork Principles Framework.

**Other duties and responsibilities**

* Be familiar with the school booking and payment system.
* To promote the aims and objectives of the Wrap Around Care service to the new and prospective children/parent/carer and the wider community.
* Be aware, understand and adhere to policies and procedures relating to the Wrap Around service and ensure staff are kept up-to-date with any change in legislation or good practice and or professional advice received.
* To ensure the provision of good standards of physical and emotional care.
* To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
* To be responsible for the health and safety standards appropriate for the needs of the children.
* To assist with the preparation and maintenance of materials and equipment.
* Recording accident/incidents in the designated files ensuring the SLT is informed of all occurrences within the agreed time.
* Ensure only those children whose parent/carers have agreed can collect their child and systems in place for the safe departure of children are followed by all staff.
* To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
* To be good ambassadors of the Wrap Around service and ensure all staff uphold its standards at all times, both within work hours and within the local community.
* To ensure confidentially of all information received is maintained and staff adhere to the whole school policies.
* To occasionally be involved in out of hours activities this may include professional development training/staff team meetings.
* To agree to carry out other duties and responsibilities of an equivalent nature as may be determined from time to time by the SLT.

**PERSON SPECIFICATION**

**Job Title:** Wrap around Play Leader

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Relevant Experience** | Previous experience of working / volunteering with children / young people. | Previous experience of working / volunteering in a leader capacity within a school environment or similar | Application form / Interview |
| **Education & Training** | Level 3 or equivalent qualification in Childcare / Teaching & Learning  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people | Safeguarding / child protection training  Paediatric First Aid Certificate | Application form / Interview |
| **Special Knowledge & Skills** | Good communication and management of staff skills  Ability to prioritise between different demands  An awareness of  safeguarding and child protection |  | Interview |
| **Any Additional Factors** | Reliable  Confidential  Flexible  Self-motivated  Positive  Calm  Patient  Friendly approach  Accepting of differing needs and challenges |  | Interview |