

<b>Job Title</b>	<b>Breakfast Club Playworker</b>		
<b>Location</b>	On school site		
<b>Reporting to</b>	Play Leader		
<b>Post Number</b>		<b>Grade</b>	B
<b>Directorate/Section</b>	CYPS		
<b>Effective date of JD</b>	15/4/10	<b>JE Job Number</b>	G1624

**Job Purpose including main duties and responsibilities:**

To assist the Playleader in providing a caring, secure environment prior at the beginning of the school day, through individual attention and group activities, and to organise an appropriate range of leisure activities for children between the ages of 4 and 14.

**Activity Planning**

- To provide a safe, creative and appropriate play opportunities for children aged 4-14;
- Preparing activities, organising programmes/ themes and arranging equipment;
- To ensure that all activities are inclusive for all children to take part in.

**Liaison**

- To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs;
- To encourage parental involvement and support through the development of effective working relationships;
- To consult with the children and involve them in the planning of activities.
- To share good practice with other Playworkers as needed, including membership to local Play Forums;
- To work with and gain support from Devon County Council's Out of School Development Workers as required.

**Supervision and care of children**

- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
- Ensure that risk assessments are completed prior to commencing activities with children;
- Ensure that food preparation and handling within the School is carried out within the guidelines of the Food Safety Act 1990;
- Where food is provided, to ensure that it is balanced and healthy in accordance with recommended dietary requirements.

**Direct Playwork**

- Support the Playleader in planning a range of creative, stimulating, appropriate and fun activities for children attending the Breakfast club sessions;
- Consult with the children in order to plan activities they are interested in;
- Ensure that play meets the full range of children's individual and group needs;
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish.

**Other**

- To undertake continuous professional development, including short courses and qualifications relevant to playwork;
- To promote the aims and objectives of the School;
- To understand and adhere to School policies, procedures and standards at all times;
- To ensure the School offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
- To assist with the preparation and maintenance of materials and equipment;
- Recording accidents in the accident book;
- To ensure the School offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development;
- To ensure confidentiality within the School at all times;
- To participate in activities which fall outside normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Playleader.