



St Claire's Childcare

AFTER SCHOOL & HOLIDAY CLUBS

www.stclaires.co.uk

Job Description: Playworker

info@stclaires.co.uk

01202 429 880

Main Purpose of Job:

To use activities and resources creatively & effectively to support children's play, development & behavior

Relationships:

- a) Responsible to your Manager
- b) Responsible for the children, their guardians (while on site) and your colleagues
- c) Liaison with your Manager, the school teachers & TA's, your keywork families, St Claire's office.

Main Tasks of Job

- To organise and run activities that engage and inspire the children
- To support colleagues in their responsibilities as necessary.
- To assist in school drop offs as necessary.
- To lead activities as directed.
- To attend & participate in weekly staff team meetings & all other staff meetings as required
- To help set up and tidy away effectively, keep stock rooms and cupboards organized and tidy.
- To ensure the setting and resources are clean and hygienic.
- To help with the preparation and clearing away of breakfast.
- To monitor & deal with inappropriate behavior according to Club policy guidelines & those of the law.
- To ensure that Club policies and the Early Years Foundation Stage are adhered to at all times.
- To Keywork effectively, building & maintaining positive relationships with families.
- **To ensure the overall happiness and well-being of the children.**
- To put Handbooks & Training manual guidance into practice and meet required training needs
- To interact positively, calmly & cheerfully with the children and HAVE FUN!!
- You are expected to wear your uniform smartly and represent the company positively.
- To follow our safeguarding procedures and be alert to signs and symptoms of possible abuse.
- To follow and adhere to our e.safety policy and procedures.



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Hours:

We run Breakfast Club (7.45-9.00) in Winton, Jewell & Mudeford

Holiday club:

Variable on rota from 8.00 to 6.00 during school holidays and always in discussion with yourself. Holiday hours are worked on an average of 30 hours a week, but may be increased or decreased by the Company or by yourself before signing a contract.

Remuneration:

- This is paid at £11.44 if you are over 21 years old.
- Training meetings & weekly staff meetings are included in your monthly salary.
- Wages aim to be paid on the 28th of each month, except December's which is paid the last day of term (this is early due to Christmas).
- Any overtime or sickness, failure to attend meetings, lateness etc. will be added to or deducted from the monthly amount.
- Bonuses depending on performance are assessed yearly in November.
- Your monthly salary is based on annual hours as agreed at commencement of duties, meeting attendance and holiday entitlement divided by 12.

If you do need to call in sick, please do so by 6 pm the day *before* Breakfast or Holiday Club to allow us chance to arrange cover. In the *rare* situations where this is not possible, you must call the Accounts Manager by 6am.

Benefits:

- Discounted childcare for your children
- 24/7 access to our Support Helpline, offering free & confidential support, advice or counselling to you and your immediate family.
- Christmas bonus scheme.
- Monthly training bonus scheme.
- Paid In House training and staff meetings.
- Free external training & qualifications (subject to signing a Training Agreement).
- Long service bonus of extra holiday



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All members of Staff Job Description- Details

- Give children appropriate help and support when needed
- Respond sensitively to children's verbal and non-verbal signals
- Encourage independence and self-help under appropriate supervision
- Encourage children to take part in activities.
- Speak cheerfully, calmly and positively to children unless it is necessary to do otherwise.
- Interact with children in a way that encourages and develops verbal communication.
- Reinforce positive behaviour and achievements.
- Explain why certain actions/ behaviour etc. is unwelcome.
- To challenge poor behaviour appropriately
- Encourage children to listen and talk to each other about a variety of topics including their feelings and frustrations.
- To respect children's opinions.
- Encourage children to support and co-operate with each other.
- Encourage children to resolve problems between themselves.
- Respond to the needs of individual children.
- Be a positive role model.
- Encourage children to join in planning activities, events, snack etc.
- To support colleagues kindly, professionally and without bias
- To welcome children and parents, and to spend time talking to parents about their child.
- To be pro-active in promoting the Club.

Everybody is expected to contribute to keeping the setting clean, tidy, organised and looking welcoming and attractive.



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Appraisals

Every member of staff will have a termly appraisal to discuss progress, ability to meet the job description and training needs. Appraisals differ from Supervision as it is a frank discussion about your performance and how St Claire's can support and improve it. St Claire's may request an early Appraisal should it be deemed necessary. Outcomes of Appraisals will relate to pay raises.

Supervision

Every member of staff will be offered a termly supervision meeting to discuss any matters arising and any concerns. Supervision differs from Appraisal as it will not be used to appraise your performance, but to discuss how you feel, your desired outcomes and any minor grievances. It is a place to resolve matters and will never affect your pay in any way.

Staff Meetings

Your attendance at staff meetings is included in your salary as your attendance is expected. Failure to attend may result in disciplinary actions. Staff Meetings are held every week, and will cover changes in Policies & Procedures, new Ofsted requirements, St Claire's targets & tier training (if you have been on a course you will be expected to prepare a short presentation on what you learned from it and what we all should learn from it). Staff Meetings have an agenda which you should follow, complete and action any agreed responsibilities resulting from the meeting. Your contribution to changes in P&P and the entire meeting is expected and should remain focused on the matters at hand.

In House Training

You are required to attend training delivered by St Claire's on a variety of topics from Behaviour Management to EYFS. You are also required to complete the Training Manual and the quizzes successfully during your staff meetings.

Social Evenings

At each staff meeting we will arrange a get-together, attendance is not compulsory or paid, and should be fun!



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Personal Specification

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Necessary:

- Suitable to work with children- no history of inappropriate interaction with children, good references, amenable personality, confident in challenging poor behaviour appropriately.
- Enthusiastic- wants to work with children, wants to provide opportunities for them to enjoy their time with us, wants to extend their play opportunities imaginatively.
- Willing to train- to participate fully in in-house training, to attend any external training required, to be able to feed back on training given and assist others in understanding aims & objectives.
- Able to put training into practice
- Able to lead a group of children in an activity
- Able to understand what children want to do, what they may enjoy doing, to organize the activity and carry it out.
- Able to work as part of a team, supporting colleagues and helping with all tasks that may arise in order to maintain high standards of care
- Able to work with all adults & children without discrimination, bias or prejudice.
- Able to express concern/s appropriately & professionally
- Able to present self to work on time
- Able to present self to the children in cheerful, positive light and not allow personal issues to affect them
- Able to speak professionally to children and parents
- Able to adhere to confidentiality requirements
- Able to complete some basic forms clearly and legibly
- Able to follow instructions well
- Good sense of humour, cheerful personality
- Able to make a long term commitment to the Company

Desirable:

- A strong background of working with children in similar settings
- Happy to spend own time thinking of & planning activities for the children
- Able to contribute positively to raising quality & standards of care
- Able to contribute positively to raising quality of work for self and others
- Able to contribute positively to raising high quality perception of St Claire's
- Strong interests, such as sports, arts, etc. to inspire children to be involved in
- relevant qualifications (Playwork, CCLD, Early Years, Youth Work etc)
- relevant training (First Aid, Safeguarding, Positive Behaviour Management etc.)
- other training & courses (e.g. Active Play, Rainy Day Activities, Willow Weaving etc)



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