

Job Description

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| School | St Joseph's Catholic Primary School, Wetherby |
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| Post Title | GRADE |
| L3 Playworker (OOSC) & Teaching Assistant (School) | B1 |

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| Post(s) to which directly responsible |
| Out of School Club (OOSC) Manager & School Senior Leaders |

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| Post(s) for which directly responsible |
| None |

Special Conditions this post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to a DBS and other relevant checks with statutory bodies. We promote diversity and want a workforce which reflects the population of Leeds.

Purpose of job

To provide care and supervision for pupils. To assist the team in the delivery of age and need appropriate activities.

Responsibilities

- To ensure safeguarding responsibilities are fulfilled and safeguarding policy and procedure is followed at all times.
- Uphold the Catholic Ethos of St Joseph's Catholic Primary School.
- To be responsible for the delivering an outstanding provision for all pupils in your care.
- This role requires a minimum full and relevant EYFS L3 qualification.
- Adhere to safeguarding, health and safety, behaviour, inclusion and equal opportunities policy and procedure at all times, including ensuring risk assessments are followed.
- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.

- Ensure the health and safety of children in your care at all times, including supervising the children at all times and ensuring ongoing risk assessment of the areas in which you are working and removing any potential hazards at all times.
- Ensure that all the equipment required for the session is set up before receiving pupils such as, putting the tables and activities out.
- Prepare food, such as clean and chop fruit, make toast or other simple snacks as directed.
- Support pupils while they eat snacks/meals cutting up food for pupils and making sure pupils are safe, tables are clean and that water is available.
- Ensure standards for healthy eating and table manners are maintained.
- Lead the children in the establishment of suitable games/activities and group work, ensuring the inclusion of all pupils.
- Assist the OOSC Manager/class teacher in the planning and evaluation of the service's activities.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriate to individual needs.
- Build and maintain positive and professional relationships with parents and carers to encourage parental involvement in the school.
- Build and maintain positive and professional relationships with other staff.
- To adhere to established Individual Education Programme for SEND pupils and promote inclusion and acceptable of all pupils at all times.
- Support in delivering the planned activities from the OOSC manager/class teacher including ensuring you are working towards the OOSC/school/year group action plan priorities.
- Assist the OOSC manager/ class teacher with aspects of maintaining records as requested.
- Attend relevant meeting and training events as directed.
- Be responsible for own professional development.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- Build and maintain positive and professional relationships with parents and carers to encourage parental involvement in the school.
- Report accidents to the manager and complete an accident form if necessary including reporting to the child's parent(s)/carer(s).

- To treat all information relating to children, families, staff and governors as confidential and follow GDPR rules.
- Support the work of other extended services workers/school staff.
- Support induction and training of new staff as required by the OOSC Manager.
- Respond to duty delegation as required by the OOSC Manager/class teacher.
- Record inappropriate pupil behaviour and convey serious incidents to the manager and record on CPOMS system.
- Ensure that all equipment is cleaned and stored away, as necessary at the end of the session/set up for the next session ie after school club, being ready for the morning club or for the next lesson in the classroom/learning environment.
- Assist the manager with ensuring parents/carers have the relevant information ie T&Ss, parent contracts and admissions policy and ensure parents/carers are adhering to these – reporting to the manager as necessary.
- To support the successful admission and transition in the OOSC for children and families.
- To undertake any other duties that are commensurate with the post.
- Adhere to the staff code of conduct and online acceptable user policy at all times.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
- Be aware of and comply with school and St Joseph's Catholic Primary School, Wetherby policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Relationships

The postholder will be required to work the hours agreed in the contract.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers.

Physical Conditions

The post is currently based at St Joseph's Wetherby Out of School Club.

The setting has access on the lower floor and is therefore accessible by disabled persons to the ground floor by a portable ramp on request.

This post is subject to an enhanced Disclose and Barring Service check and at least two satisfactory references.

The school operates a non-smoking policy.

Economic conditions

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| Grade: | A1/B1 |
| Annual Leave: | Term time only working |
| Conditions of Service: | NJC Conditions apply |

Prospects**Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

| SKILLS | Ess | Des | MOA |
|---|-----|-----|-----|
| Ability to relate well to children and adults | * | | |
| Ability to work constructively as part of a team | * | | |
| Ability to maintain a safe, calm and happy approach | * | | |
| Basic Numeracy and English skills | * | | |
| Use basic technology – computer, video, and photocopier | * | | |
| Competent ICT skills | | * | |

| KNOWLEDGE/QUALIFICATIONS | Ess | Des | MOA |
|---|-----|-----|-----|
| Hold a full and relevant L3 EYFS Qualification | * | | |
| Understanding classroom roles and responsibilities and your own position within these | * | | |
| Basic childcare and health and safety knowledge | * | | |
| Appropriate knowledge of first aid | * | | |
| Participate in development and training opportunities | * | | |

| EXPERIENCE | Ess | Des | MOA |
|--|-----|-----|-----|
| Working with or caring for children of relevant age | * | | |
| Experience of dealing with queries from a wide range of people | * | | |
| Experience of working as part of a team | | * | |
| Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care | | * | |

| BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS | Ess | Des | MOA |
|--|-----|-----|-----|
| Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council. | * | | I |

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| Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies | * | | I |
| To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives | * | | I |
| An ability to respect sensitive and confidential work. | * | | I |

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| METHOD OF ASSESSMENT(MOA) | A = Application Form |
| | T = Test |
| | I = Interview |
| | C = Certificate |