

Job Description



Streetsbrook Infant & Early Years Academy has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	EYFS Playworker	Post No	
Directorate	People		
Division	Schools, Extended Services		
Salary Band/Range	Band C (£16,491) pro rata		
Responsible to	Headteacher and Manager of Streetsbrook Childcare		
Location	Streetsbrook Infant & Early Years Academy		
DBS Check	Enhanced DBS required. This post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974		
Special Conditions			

1. Job Purpose

This post which involves being part of a highly effective team in delivering a high quality childcare/education service to meet the needs of the children and their families.

2. Key Responsibilities

2.1 Main Duties

Provision

- To implement curriculum planning following the lead from the Manager including:
 - Setting up of resources
 - Engaging with children
 - Assessing and recording progress
 - Clearing away
- To be flexible and creative and be committed to providing first class childcare/education
- To promote good practice in a professional and inclusive manner
- To work within school policies and procedures
- To have an understanding of the National Standards
- To promote inclusive attitudes and practices
- To undertake such duties as may become necessary to ensure the successful running of the club
- To use initiative in developing displays
- To ensure the facility is ready for use including food preparation, eating areas, play space

Working in Partnership

Children:

- To work and interact with the children encouraging them to participate in all activities and projects
- To encourage the children to be involved in initiating their own activities and projects

	<p>Staff:</p> <ul style="list-style-type: none"> • To work with other staff to plan and implement a varied, exciting and flexible range of activities, which are age appropriate • To work in partnership with other childcare/school staff as part of a highly motivated and professional team • Work in close partnership with all school staff and support the whole school ethos • To work in partnership with the Team Leader to promote a positive and proactive approach in order to uphold a highly motivated and professional team • To complete day-to-day administration and record-keeping • To promote positive and inclusive partnerships with parents and close working relationships with school staff <p>General:</p> <ul style="list-style-type: none"> • To show a real commitment to your own on-going CPD through attending and participating in staff meetings and attending relevant training opportunities/courses • To be fully involved in whole school events e.g. Christmas and Summer fairs • To have regard for the Health & Safety policy and your responsibilities under it
2.2	People
	<ul style="list-style-type: none"> • Carry out Key Person role by: <ul style="list-style-type: none"> ○ maintaining close liaison with class teachers in order to be aware of and respond appropriately to the needs of all children in your care ○ Understand and apply the school behaviour systems in order for the children to learn and play within agreed parameters • Engage with personal Performance Management opportunities and identify and attend relevant personal Continuing Professional Development (CPD)
2.3	Safeguarding
	<p>Streetsbrook Infant & Early Years Academy is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.</p> <ul style="list-style-type: none"> • Support the Manager/Headteacher in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults s/he is responsible for, or comes into contact with • Refer any safeguarding issues to the school's DMS immediately.
2.4	Financial
	<ul style="list-style-type: none"> • Advise Childcare Manager/Headteacher of personal thoughts for how finances could be best used to maintain and develop the provision.
2.5	Buildings & Equipment
	<ul style="list-style-type: none"> • Support the Childcare Manager/Headteacher in the setting up, use of and clearing away of resources • Report any health and safety concerns to the Childcare Manager • Be responsible for carrying out any other duties as required by the school which are commensurate with the post.

2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school's Health and Safety policies.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant School policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures. <ul style="list-style-type: none"> To engage with and adhere to all relevant schools policies eg. No Smoking, Health and Safety, Data Protection, Equal Opportunities and Safeguarding.
3. Other Conditions	
3.1	Mobility
	This post requires flexibility as the post holder will be required to transfer to any post appropriate to their grade at Streetsbrook Infant & Nursery School.
3.2	Equal Opportunities
	Streetsbrook Infant & Nursery School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	Variations to Job Descriptions
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and Streetsbrook therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	Training and Development
	Streetsbrook Infant & Nursery School is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
3.5	Lean
	Streetsbrook Infant & Early Years Academy is committed to improving and streamlining its processes using 'Lean' techniques and expects all employees to share its commitment to continuous improvement.
3.6	Core Qualities & Leadership Framework
	Streetsbrook Infant & Early Years Academy expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by:	Elaine Harvey
Date:	March 2018

Person Specification



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	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	<ul style="list-style-type: none"> Level 2 in Early Years working towards a Level 3 First Aid qualification or willingness to achieve as soon as possible. 	Level 3 in Early Years Safeguarding training. Equal opportunities training. Food handling	Application

Skills & Abilities	Skilled in communicating with children, parents and with school staff plus external child related agencies	Special interests transferrable to children	Application Interview
	Able to build effective relationships with children	Able to understand generic and specific needs of children including those with SEN	Application Interview
	Ability to provide and facilitate safe and creative play.	Able to adapt activities to suit need	Application Interview

Experience & Knowledge	Understanding of child development through play and learning and having experience of working with children aged 3 and above.	Promoting the participation of children.	Application Interview
	Ensuring the health, safety and welfare of children	Relevant Health and Safety experience. Awareness of child protection issues	Application Interview
	Awareness of needs of disadvantaged groups	Working with children with additional needs	Application Interview
	Knowledge and experience of Early Years curriculum. Knowledge and understanding of the EYFS and the importance of play and good quality childcare.	Engaging in effective systems for planning, recording, monitoring and evaluating	Application Interview
	To promote equal opportunities and work in an anti-discriminatory way.	How to effectively implement equality and diversity aspects	Application Interview

Core Qualities	Personal Effectiveness: makes things happen; operates with resilience, initiative, flexibility and integrity.		Application interview
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		Interview
	Lean Delivery: understands the concept of Lean, has a customer focus and demonstrates continuous improvement.		Interview
	Self Awareness: learns continuously and effectively adapts behaviour in response to feedback. A commitment to own continuous professional development.		Interview
	Service Delivery: understands customer needs and responds appropriately. Possesses commitment to develop the service.		Interview

Other Requirements	<ul style="list-style-type: none"> • Commitment to: <ul style="list-style-type: none"> ○ Equal opportunities ○ Safeguarding of children ○ High quality childcare provision ○ Being reliable and efficient. 		Application interview
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