



Job Description– Play worker (Breakfast / Afterschool Clubs) XCET3

Xavier Catholic Education Trust Mission Statement

Our mission is to provide an outstanding Catholic education for all the children in our schools. We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child in our care.

Reporting to: Club Supervisor

Job purpose

- To actively work and participate under the direction of the Pay Leader/Service Manager to provide exciting opportunities for children to relax, play and learn.

Key deliverables include: assisting Supervisor with:

- planning and implementation of the daily activities ensuring that children's needs are met.
- providing a safe, creative and appropriate play opportunities.
- ensuring that all relevant records are maintained.
- ensuring that food provision is carried out within the statutory guidelines.

Key Accountabilities

Support delivery

- Deliver 1-1 and/or group support / intervention and monitor pupil performance, including those who have physical, emotional or educational needs, under the direction of senior staff.
- Use of relevant tools/equipment.
- Carry out routine tasks to organise and maintain the learning environment.
- Ensure all well-being, behaviour and personal development of pupils.
- May carry out personal care routines as appropriate.
- Maybe required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs).

Planning and Organising

- Plan own set tasks within the day.
- Ensure materials and equipment are available as and when required.
- Contribute with activity planning.
- May need to make records of activities/observations for further submission to supervisor as per instructions.



Work with others

- Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.
- Report any concerns, problems or incidents, eg, safeguarding, behaviour, breakdowns, deficiencies, in accordance with relevant reporting procedures.
- Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.

Duties for all

Values: To uphold the Catholic values and behaviours of the School and Xavier Catholic Education Trust.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

To have regard to and comply with safeguarding policy and procedure as appropriate.

The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.

Contribute to and influence children's learning and personal development. To have regard to and comply with safeguarding policy and procedures.



Play Worker : Person Specification

- Basic numeracy and literacy, eg, through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level.
- Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity.
- Basic IT skills.
- Ability to operate basic equipment.
- Good listening skills and enthusiasm to learn.
- Accuracy and ability to follow instructions.
- Ability to fulfil all spoken, written and comprehension aspects of the role with confidence through the medium of English in all public facing roles.
- May be required to undertake manual handling and physically demanding work.
- Required to undertake Food Hygiene Training
- Required to undertake first aid qualifications.
- Satisfactory DBS clearance is required.