



# LEAPS AND BOUNDS CLUB

Job Application Pack

**Job Position: Play Worker**



## Welcome!

Thank you for your interest in applying for the post of Play Worker at Newport Community School Primary Academy. We are delighted you are considering working at our school. We are a large Primary School running from Nursery to Year 6.



Newport Community School Primary Academy is part of a supportive and collaborative Multi-Academy Trust, the Tarka Learning Partnership, currently comprising of 1 secondary school, 7 primary schools, the teacher training organisation known as Devon Primary SCITT and the Devon Teaching School Partnership.

Further information regarding our school can be found on our website. If you would like to find out more about the role please contact Wendy Ainscough, School Business Manager at [applications@newportprimary.devon.sch.uk](mailto:applications@newportprimary.devon.sch.uk)

Should you have the qualities, experience, skills and commitment to make a success of this challenging, yet exciting and no doubt rewarding role in our school and the to support the children within, then we would be delighted to hear from you.



## Advert

- Role:** Play Worker
- Remuneration:** Grade B Permanent Position (£11.79 to £11.98 per hour)
- Position:** Permanent
- Hours:** 6.00 hours per week, 38 weeks per year.  
Hours will be spread flexibly over 3 afternoons, Monday, Tuesday & Wednesday with a working pattern of 15:15 – 17:15.
- Closing Date:** Friday 8<sup>th</sup> December 2023
- Interview Date:** Wednesday 13<sup>th</sup> December 2023

We are looking for a motivated and creative Play Worker to join our friendly and dedicated After School Club team.

The successful candidates will:

- be committed to providing enriched fun activities for children in our after school club.
- be able to lead creative play opportunities for children aged 4-11.
- have the skills and sensitivity to deal with all members of our school community.

Applicants must have excellent communication skills and demonstrate the ability to support learning and nurture children's wellbeing.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

If you wish to discuss the post further, please contact Wendy Ainscough, our School Business Manager.

The Academy is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. This appointment is subject to safer recruitment procedures, receipt of satisfactory references and an enhanced DBS with Children's barred list clearance.

An application form and supporting information can be found at <https://www.newportprimary.devon.sch.uk/vacancies>

Please note, we do not accept CV's.



## JOB DESCRIPTION

### Play Worker – Grade: B

**Note:** Candidates should ensure that they meet the essential criteria for qualifications and experience and provide supporting evidence.

<b>Reporting to:</b>	<b>Head Teacher</b>
	To work under the direct instruction of the Head Teacher alongside members of the Business Team in accordance with conditions of service for NJC staff. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the schools strategic improvement plan and in consultation with the post holder.
<b>Purpose:</b>	To assist the Play Leader in providing a caring, secure environment prior at the beginning and end 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 11
<b>Activity Planning</b>	<ul style="list-style-type: none"> <li>• To provide a safe, creative and appropriate play opportunities for children aged 4-11</li> <li>• Preparing activities, organising programmes / themes and arranging equipment</li> <li>• To ensure that all activities are inclusive for all children to take part in</li> </ul>
<b>Liaison</b>	<ul style="list-style-type: none"> <li>• To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs</li> <li>• To encourage parental involvement and support through the development of effective working relationships</li> <li>• To consult with the children and involve them in the planning of activities</li> <li>• To Liaise with the Play Leader and Leaps and Bounds Leader in matters relating to the smooth running of the Club</li> </ul>
<b>Supervision and Care of Children</b>	<ul style="list-style-type: none"> <li>• Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities</li> <li>• Ensure that risk assessments are completed prior to commencing activities with children</li> <li>• Ensure that food preparation and handling within the Academy is carried out within the guidelines of the Food Safety Act 1990</li> </ul>
<b>Direct Play Work</b>	<ul style="list-style-type: none"> <li>• Support the Play Leader in planning a range of creative, stimulating, appropriate and fun activities for children attending the After School club sessions</li> <li>• Consult with the children in order to plan activities they are interested in</li> <li>• Ensure that play meets the full range of children's individual and group needs</li> </ul>



	<ul style="list-style-type: none"> <li>To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>This post will involve working with children in regulated activities on a daily basis and therefore will be subject to an enhanced DBS check.</li> <li>To be alert and active on issues relating to pupil welfare, safeguarding and child protection. To raise significant and low-level concerns, make appropriate referrals and follow up on all matters which may affect the wellbeing of a pupil.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>To undertake continuous professional development, including short courses and qualifications relevant to play work</li> <li>To promote the aims and objectives of the School</li> <li>To understand and adhere to Academy policies, procedures and standards at all times</li> <li>To ensure the Academy offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times</li> <li>To assist with the preparation and maintenance of materials and equipment;</li> <li>Recording accidents in the accident book</li> <li>To administer First Aid in accordance with the relevant training received</li> <li>To ensure the Academy offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development</li> <li>To ensure confidentiality within the Academy at all times</li> <li>To participate in activities which fall outside normal working hours as required e.g. Training, Staff Meetings, fundraising events, etc.</li> <li>To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Play Leader</li> </ul>

## PERSON SPECIFICATION

Professional Qualifications and Training	Essential	Desirable
English and Maths GCSEs Grade 4 or above (Old grade C)		
Recent training relevant to the role - e.g. First Aid, Safeguarding, leading play		
Willingness to participate in other/and or further development and training opportunities		
Recognised Childcare qualification		
Experience		
Recent experience of working with children		
Working as part of a team		
Supporting children in a stimulating play environment		
Knowledge and Understanding		
Understanding of Special Educational Needs		
Understanding of child protection procedures and the ability to use these in practice		
Principles of effective behaviour management		
Child development		
Skills, Abilities and Professional Attributes		
Ability to work flexibly as part of a team appreciating and supporting the role of others in the team.		
Able to engage with children		
Be able to promote the ethos and vision of the school		
Have commitment to professional growth and development		
Be able to use initiative and work independently		
Ability to communicate effectively in person and in writing		
Use IT confidently		
Have a strong commitment to Inclusion and equal opportunities and advocate for children		



Ability to remain calm and flexible under pressure		
<b>Safeguarding</b>		
Suitable to work with children and young adults and/or vulnerable adults		
Willingness to apply for a Disclosure and Barring Service (police) check (or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service)		



## Application, Interview & Selection

You will be selected for interview entirely on the contents of your application form, CV's will not be considered. Please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria. For those candidates who are invited to interview this information will be explored further.

**Please ensure all supporting information is included in the Statement of Application section of the application form, additional documents will not be accepted.**

You are invited to complete the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail address.

Please return applications forms electronically to [applications@newportprimary.devon.sch.uk](mailto:applications@newportprimary.devon.sch.uk)

The closing date for this application is Friday 8<sup>th</sup> December 2023.

**Newport Community School Primary Academy and the Tarka Learning Partnership are committed to safeguarding and promoting the welfare of all our pupils and expect all employees and volunteers to share this commitment. All posts are subject to an enhanced DBS check.**





## Recruitment Process

Short-listed candidates will be invited to attend a selection process which will be held on Wednesday 13<sup>th</sup> December 2023.

All candidates must bring with them the following documents

- Documentary evidence of the right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name & address (i.e utility bill, financial statement etc)
- Where appropriate any documentation evidencing a change of name
- Documents confirming educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies are not sufficient.

You will be asked to sign your application form on the day of interview.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications **before interview**. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Offers of employment are made subject to receipt of satisfactory references, medical fit for work clearance and receipt of enhanced DBS check.

