

**JOB DESCRIPTION AND  
PERSON SPECIFICATION**

<b>Job Description</b>		
Job Title	Holiday Club Playworker	
Responsible to	Holiday Club Manager	
Department	CCSL	
Purpose of job and primary objectives	<ul style="list-style-type: none"> <li>● Playworkers are responsible for the delivery of our Holiday Club programme to children in year groups Reception - Year 8. Two separate roles although some staff are readily interchangeable between the different age group settings of Juniors (Reception - Year 3) and Kids' Club (Years 4-8).</li> <li>● Supervising safe, age appropriate play opportunities and assisting with sessions of sport, drama, arts &amp; crafts activities for children.</li> </ul>	
Duties	<ul style="list-style-type: none"> <li>● Deliver a high quality, balanced, lively and imaginative daily programme of play opportunities appropriate for the age of the children present and which has a wide variety of inclusive activities catering for all abilities and interests.</li> <li>● Safely supervise children and ensure they are happily engaged in activities.</li> <li>● Provide suitable play areas, materials and equipment and liaise with senior staff regarding use of facilities for activities.</li> <li>● Tidying and re-structuring play spaces as necessary.</li> <li>● Ensure the programme is delivered according to the standards as laid out in the staff manual and to adhere to all policies and procedures.</li> <li>● Communicate effectively with children and staff colleagues, ensuring that everyone is clear about expectations, the manner in which the setting operates and the content of each daily programme.</li> <li>● To deal with all confidential matters with discretion.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Encourage fair, caring behaviour, independence and self-esteem amongst children.</li> <li>● Deal appropriately and consistently with discipline/any problem behaviours and report issues to senior staff as appropriate.</li> <li>● Be sufficiently flexible to deal with unexpected situations.</li> <li>● Actively promote learning through Play.</li> <li>● Participate in meetings with the other members of the team as and when required to ensure the smooth running of all aspects of Holiday Club.</li> <li>● There may be the opportunity to work in the Summer Language School, facilitating play opportunities and organising varied activities to the International students who reside in the boarding houses during their visit in the Summer holiday.</li> <li>● Any other reasonable or appropriate duties commensurate with the post.</li> </ul> <p><b>Equal Opportunities</b></p> <ul style="list-style-type: none"> <li>● Maintain an up to date knowledge of Equality and Diversity legislation and the organisation’s Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>● Maintain and up to date knowledge of Safeguarding legislation, and the College’s safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>● Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College’s Health and Safety policies and procedures are fully implemented and adhered to as applicable, particularly with regard to the recruitment and retention of staff.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>● Maintain and update your own knowledge and skills in line with legislation and the needs of the role.</li> </ul>	
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Supervisory and managerial responsibilities	None	
Special working conditions	None	

<b>Person Specification</b>	<b>Key Qualifications, Knowledge, Skills and Attitude</b>	
Key Qualifications	<u>Desirable:</u> Completed or working towards a child related qualification or sports coaching award.	
Knowledge required	<u>Essential:</u> <ul style="list-style-type: none"> <li>● How to be organised, efficient, flexible and able to work in a large, fast-paced and often challenging environment</li> </ul> <u>Desirable:</u> <ul style="list-style-type: none"> <li>● Experience of looking after children, particularly in a Play setting.</li> <li>● Experience of delivering activities or possess skills within sports, drama and/or arts &amp; crafts.</li> </ul>	
Skills required	<u>Essential:</u> <ul style="list-style-type: none"> <li>● Ability to engage with children in a fun, enjoyable and appropriate manner</li> <li>● Ability to work efficiently as part of a vibrant team</li> <li>● Good communication and interpersonal skills</li> </ul> <u>Desirable:</u>	
Attitude and Personality	<ul style="list-style-type: none"> <li>● A responsible and caring attitude combined with a calm, patient and tolerant manner.</li> </ul>	

This job description is a brief and concise description of the above job.