



Job Description

Job title:	Out of School Club Play Worker
Location:	Coram's Fields, 93 Guilford Street, London, WC1N 1DN
Salary:	£27,821 per annum, pro-rata
Benefits:	Defined contribution pension scheme, tax free childcare scheme, cycle to work scheme, employee assistance programme (EAP), season ticket travel loan
Annual Leave:	26 days p/a, pro-rata (plus bank holidays)
Reporting to:	Out of School Club & Under 5's Drop in Manager
Contract:	Permanent part-time
Hours	20 hours per week, from Monday to Friday during Camden schools term times & 35 hours per week during school holidays.

Role Summary

The Play Worker role is an integral part of Coram's Fields Play Service team, providing high quality childcare within our established weekly Out of School Club (OSC) provision and Holiday Schemes.

Main Responsibilities:

1. To contribute to the effective running of Coram's Fields OSC and Holiday schemes by providing high quality, needs led support to young people aged 4-12 years
2. To plan, develop and deliver activities that are fully inclusive for the after school and holiday programmes for children aged 4-12 years.
3. To be part of a team responsible for transporting young people from a number of local primary schools to Coram's Fields (OSC) and for facilitating off site trips (as part of Holiday Schemes)
4. To work effectively as a key worker; providing support to Early Years Foundation Stage (EYFS) children and Children in Need (CIN)
5. To work independently and collectively to proactively address negative behaviour, creating positive short and long term solutions for those involved
6. To liaise with parents/guardians regarding their child's progress and to work with them to ensure that their personal, social, educational and emotional needs are met
7. To lead on elements of the programme. To research, deliver and evaluate these activities and projects.

8. To attend briefing meetings and contribute to regular evaluations of the impact and success of the programmes, and to apply lessons learnt to future planning of services
9. To creatively involve young people in the planning and development of activities
10. To find new and innovative ways to collect feedback from young people and parents
11. To be responsible for preparing rooms for activities and ensuring that they are left as found at the end of sessions
12. To ensure that children are effectively always supervised
13. Administer medication where necessary (subject to appropriate training and support)
14. To embrace the responsibility of being a positive role model for young people
15. To ensure compliance with Coram's Fields' policies, OFSTED guidelines and legislation relating to work with young people.
16. To liaise with external agencies as appropriate.
17. To take part in outreach and actively promoting the Out of School Club service.

Personal Development and Training

1. To attend regular supervision and appraisal sessions.
2. To undertake training and development opportunities as agreed with the line manager
3. To undertake any task that may be requested from time to time, as may be consistent with the nature and scope of this post.

Person Specification

	Essential	Desirable	Evidence
Qualifications	GCSE English, Grade A-C	An appropriate childcare, education or play work qualification at NVQ level 2, 3 or above Relevant safeguarding training	Application form
Experience	Minimum of 1 years' experience of working with young people, preferably in a play context Experience of facilitating a range of activities for young people Experience of planning and evaluating activities and events for y/p	Experience of providing one to one mentoring for y/p with additional support needs	Application form and interview
Skills	The ability to develop positive, respectful relationships with y/p The ability to identify and develop effective responses to a range of y/p's needs The ability to develop positive responses to challenging behaviour The skills to communicate effectively both verbally and in written form		Application form and interview

	The ability work to build effective relationships with parents/guardians and fellow professionals Good observational skills and the experience to know when and how to intervene in children's play and social interactions.		
Knowledge and Attributes	A thorough understanding of the needs of y/p A thorough understanding of safeguarding procedures and the ability to translate this in to excellent safeguarding practice Flexibility, initiative and the ability to work independently or as part of a team	Knowledge and understanding of the EYFS and Ofsted standards	Application form and interview