Tetherdown School

Updated Sept 2025

JOB DESCRIPTION: After School Club Playworker (Scale 3)

Hours:	**Mon-Thurs 3.00 – 6:00pm Friday 3:00 – 5:00pm**
	Term time only (40 weeks)
Contract:	**Permanent**
Line Manager:	**Finance and Administrative Officer**
Responsible to:	**ASC Co-ordinator**
Probationary period:	**6 months**

Purpose of Job

Working as part of a team to provide children with high quality play and childcare service after school, ensuring the safety, welfare, physical and mental well-being of children and the maintenance of good order and discipline. This role will contribute to pupils' wellbeing by promoting positive play and social interaction in line with the school's values and policies.

Main Duties:

1. To take the lead in developing and delivering a stimulating, child centred play and activity programme.
2. To understand and encourage different types of play and dynamic risk assessing with the children.
3. To provide ideas to help continually provide a positive, fun, and constructive play and activity programme.
4. To participate fully in all elements of the play and activity programmes, planning, leading, preparing, reviewing and evaluating.
5. As part of a team, to develop and deliver a programme that is age and stage of development appropriate and is responsive to the needs of children with disabilities and vulnerable children.
6. As part of a team, to work in partnership with parents listening to their comments, responding to them and keeping them informed and involved in their child's participation and progress.
7. To be aware of your team and individual responsibilities with regards to safeguarding, online safety and protecting children and abide by all policies and procedures.
8. As part of a team, to develop a positive attitude and positive relationships within the school and with external agencies, organisations and community partners.
9. To enjoy working with children and parents and be aware at all times of the potential you have to positively support and influence children to help improve their participation and life outcomes.
10. As part of a team, to carry out basic administrative duties as directed by your line manager, in line with the grade of the post.

Other duties

1. To undertake other duties consistent with the basic objectives of the post.

2. To exercise responsibility under the Health and Safety at Work Act as set down by the school and local authority, including food hygiene.

3. To uphold and further the school and local authority equal opportunity policies and to deliver services which meet the needs of the diverse local community, that are fair and without discrimination.

4. To be aware of and act in accordance with school's policies and procedures including Behaviour, Play and Safeguarding.

Equalities

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

PERSON SPECIFICATION: After School Club Playworker (Scale 3)

Candidates will be asked to describe their experience, knowledge and skills under the areas outlined in the candidate specifications if shortlisted for interview:

Experience	• Experience of working with children of Primary School age in a learning environment. • Experience of working as a member of a team.	All Essential
Qualifications/Training	• NVQ2/3 in play or childcare or working towards or equivalent or have an appropriate other qualification • Good communication skills • If no qualifications now, would have to be prepared to obtain them and demonstrate a minimum of six months experience or very strong potential.	Desirable Essential Essential
Knowledge/ Skills	• The ability to communicate with children effectively – listening and responding to them, engaging them in shaping and influencing activities. • To work in a flexible manner and have a flexible attitude. • Be able and willing to embrace working in a changing environment. • To demonstrate that you can work on your own initiative, be part of a team, take instruction and constructive criticism. • To communicate with other professionals and stakeholders effectively, both orally and in writing. • To have a broad range of skills in arts, crafts, music, sport, children's games and play activities. • To be creative, imaginative and inspiring. • To keep up to date and informed of the changing policy environment influencing the development of children's services. • Knowledge of First Aid (able to administer First Aid for minor injuries).	All Essential
Equal Opportunities	• Commitment to the implementation of the school's policies relating to equal opportunities, special educational needs and safeguarding of children.	Essential
Continuing Professional	• Willingness to undertake continuous training / staff development as appropriate. • Ability to reflect on your own professional practice.	Essential Essential

Developme nt		
Safeguardi ng of children	• To work in a way which promotes the safety and well-being of children.	Essential