After School Play Worker

Please find enclosed:

- Letter from the Head of School
- Job Description
- Person Specification
Dear Applicant

Thank you very much for your enquiry for the post of After School Playworker at our new build 2 form entry primary phase school. I hope that you will decide to apply for the opportunity to play a role in the development of education in Hailsham and I trust that the enclosed information will be helpful to you in coming to a decision.

If you do not know Hailsham, you will find it a pleasant market town. The social structure of the town is a wide one and representative of South East England. A great deal of new housing development has taken place in recent years, so a lot of new people have come into the town. The large and vibrant towns of Eastbourne and Brighton are only a few miles away and some of the most spectacular scenery in England is on the doorstep.

Hailsham Community College has been on an incredible journey over the past few years. We made an application in early 2012 to the Department for Education to become a converter Academy. As a result of our successful application, we became Hailsham Community College (Academy Trust) with effect from 1 August 2012. We are now entering a new phase of development, with the college predicted to grow substantially over the coming years.

In the early part of 2018, we were very fortunate to have been approached by the Local Authority to provide a new primary and nursery provision within the town to commence from September 2019, opening a brand-new school approximately a mile from the current Secondary site, thus extending the designation of the Trust to a 2-19 all-through school. This is a unique opportunity for the right candidate to have a positive impact on the life chances of the children of Hailsham from their first year of schooling. This is a fantastic opportunity for the successful candidate to be part of something completely new and exciting.
Our improving examination results and extremely positive Ofsted inspections demonstrate our aspirations to be an outstanding college. The college motto, ‘Be the very best you can be!’ is very simple but encapsulates everything we believe in for the entire college community, students and staff alike.

You will find our values and principles put into practice in a busy, cheerful community based on friendly relationships; the atmosphere is positive and full of purpose and endeavour. Our focus is on learning; we take pride in nurturing and supporting the personal, social and academic development of each individual.

The college underwent inspection by Ofsted on 1 March 2017 and was judged to be ‘good’ throughout. Since then, our mission has been to progress from ‘good’ to ‘outstanding’. I believe that the addition of the Primary Phase is key to making this happen. In the Primary Phase, as well as the Secondary Phase, we will endeavor to be ‘Outstanding’ for the children we educate.

I strongly believe that the Early Years are key to children succeeding in life. If we can get it right when children are at nursery and in reception, then we can set them on the path to living a happy and fulfilling life.

If you do apply and wish to know if your application has been unsuccessful, I regret it will be necessary to enclose a stamped addressed envelope.

I hope to have the pleasure of meeting you soon.

Yours Faithfully

Tom Redman
Head of School
Job Title: After School Play Worker

Grade: Single Status - Grade 2

Hours: 15.30-18.30 (Mon-Fri)

Salary: £17,711 (pro rata)

Responsible to: Head of School

Job Purpose

To assist in the day-to-day organisation of the extended school club and assist in the provision of quality play opportunities

1. To provide safe, creative play opportunities, preparing activities, organising the programme etc.

2. To provide full care for the children including collecting children from class and delivering them sagely to their parents or carers. This will include providing refreshments.

3. To provide positive and firm control by implementing the school Behaviour Policy.

4. To deal with cases of unruly or unsocial behaviour by pupils where appropriate or report the incident immediately to Head of School or a senior staff member.

5. To ensure the play environment is clean and left in a tidy condition including wiping spillages.

6. To take part in the day-to-day administration, record keeping, ordering and purchasing of materials and equipment.

7. To work within agreed policies including Child Protection, Behaviour, Health and Safety and Equal Opportunities.

8. To deal with all confidential matters with tact and discretion.

All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school’s Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
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<th><strong>Person Specification</strong></th>
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<td><strong>Job title</strong></td>
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| **Qualifications** | • A good level of education  
• A current Paediatric First Aid Certificate or willingness to undertake training  |
| • Childcare qualification or a willingness to work towards an NVQ in Playwork or equivalent  
• Working towards NVQ 2/3 in Childcare and Education  |
| **Experience and Skills** | • Experience of working with children  
• Ability to provide and facilitate safe, creative play  
• Ability to work on own initiative  
• Ability to work as part of a team  
• Ability to follow instructions  
• Ability to communicate effectively with parents, carers and other professionals  
• Ability to establish a rapport with pupils and their parents/carers.  
• Ability to meet children’s individual needs, including those with special educational needs  |
| **Professional Knowledge** | • An understanding of good quality childcare and of children’s development  
• A knowledge and understanding of the schools Health and Safety regulations  |
<p>| <strong>Commitment</strong> | • A commitment to ensuring that the children of Hailsham Primary Academy reach their full potential  |
| <strong>Work-related personal qualities</strong> | • Willingness to participate in further training and developmental opportunities offered by the school and  |</p>
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<td>• Willingness to maintain confidentiality on all school matters</td>
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<td>• Ability to work in a team</td>
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<td>• Good interpersonal skills</td>
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