

# Job Description



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Acorns Play worker – SEND support	<b>Post No</b>	
<b>School</b>	Dickens Heath Community Primary School		
<b>Salary Band/Range</b>	Band C		
<b>Responsible to</b>	SENDCO / Acorns Childcare Manager		
<b>Location</b>	School		
<b>DBS Check</b>	Yes		
<b>Special Conditions</b>	The post will include varying hours per week, - afternoon (3:00-5:00pm). Monday to Friday.		

## 1. Job Purpose

This is a part-time post set up to provide play and childcare as part of the Extended Services team provision in school. The post holder will assist the Acorns Manager and Acorns Assistant Manager in developing and delivering high quality provision for children in the after school facility in school, specifically those with special educational needs.

## 2. Key Responsibilities

### 2.1 Main Duties

- To be aware of and act in accordance with all safeguarding and health and safety policies
- To be a role model for demonstrating the school's vision and values
- To be a role models for the implementation of the whole school positive behaviour and restorative approach
- Be a role model for positive communication
- Be responsible for organising key activities for children attending Acorns before and after school childcare
- Provide individual support for designated pupil to meet pupil needs, in particular supporting play skills, interaction, communication and self-care skills.
- Be responsible for ensuring that all resources and equipment used are well maintained and cared for
- Assist in the general delivery of recreational and educational play opportunities in a safe and caring environment
- Provide self-care and toileting support as required.
- To assist in the care for the children including delivery and collection of children to appropriate areas of the school and the safe delivery to parents/guardians.
- Ensure confidentiality of information received
- Provide a warm and caring environment helping to give the children a feeling of safety, security and self-worth.
- Ensure good standards of hygiene, health and safety and safeguarding are maintained at all times
- Administering first aid as required and recording in the Accident & Incident Book as

	<p>required.</p> <ul style="list-style-type: none"> <li>Report any and remove broken or damaged furniture / resources and raise any concerns with regard safety immediately with the manager.</li> </ul>
<b>2.2</b>	<b>People</b>
	<ul style="list-style-type: none"> <li>Carry out Play Worker – SEND support role by: <ul style="list-style-type: none"> <li>Ensuring excellent provision in place for the children including preparing activities and their delivery – with a particular focus on developing interaction and play skills</li> <li>Understanding and applying the school behaviour systems in order for the children to learn and play within agreed parameters</li> </ul> </li> <li>Work in close partnership with all school staff and support the whole school ethos</li> <li>Engage with personal Performance Management opportunities and identify and attend relevant personal Continuing Professional Development (CPD)</li> </ul>
<b>2.3</b>	<b>Safeguarding</b>
	<ul style="list-style-type: none"> <li>School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.</li> <li>Support the Acorns Manager and Assistant Acorns Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults s/he is responsible for, or comes into contact with</li> <li>Refer any safeguarding issues to the Acorns Manager or Assistant Manager immediately.</li> </ul>
<b>2.4</b>	<b>Financial</b>
	There are no financial responsibilities with this post
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	<ul style="list-style-type: none"> <li>Report any health and safety concerns to the Acorns Management Team</li> <li>Be responsible for carrying out any other duties as required by the school which are commensurate with the post.</li> </ul>
<b>2.6</b>	<b>Health &amp; Safety</b>
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
<b>2.7</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3.</b>	<b>Other Conditions</b>
<b>3.1</b>	<b>Mobility</b>
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
<b>3.2</b>	<b>Equal Opportunities</b>
	School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

	<b>3.3</b>	<b>Variations to Job Descriptions</b>
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	<b>3.4</b>	<b>Training and Development</b>
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	<b>3.6</b>	<b>Core Qualities &amp; Leadership Framework</b>
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

<b>Compiled/Reviewed</b>	N Donaghy
<b>Date:</b>	March 2024