

Job title:	Play worker	Salary:	Competitive	Contract term:	Core working hours 3.00pm – 6.00pm Term time only Fixed term until end of academic year
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Responsible to:	After School Club Manager & Principal	Responsible for:	N/A
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Mossbourne Federation

The Mossbourne Federation is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education. Over the last twelve years the Federation has nurtured Sir Clive’s dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of ‘Excellence’, ‘No Excuses’ and ‘Unity’. Through upholding these core values, Mossbourne will be the first academy federation whose schools are without exception, exceptional.

The Federation’s calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within The Mossbourne Federation.

The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and which includes The Mossbourne Federation Sixth Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).

Mossbourne Riverside Academy

Located in the London 2012 Olympic Park, at Mossbourne Riverside Academy (MRA) we continue to build on The Mossbourne Federation ethos of exceptional education for all of our pupils. With learning at the heart of everything we do MRA continues to raise expectations and achievement in Hackney and its neighbouring boroughs; we believe that all pupils can fulfil their true potential. Our pupils receive great lessons, enjoy a vibrant curriculum and have access to world-class sporting facilities. Our outstanding teaching staff provide pupils with a happy and caring learning environment, with high expectations for behaviour and manners throughout the academy.

Play worker

The successful applicant will be passionate about education. They will be well organised and willing to go the ‘extra mile’ and will be focussed on the attainment of all pupils. They will support and ensure the general care and welfare of all the children in the academy and to assist the teachers in the education process supporting children in their learning and the daily routine of the class.

This role is complimentary to that of the teacher, working in partnership to help further the aims of the academy. The successful candidate will assist in the planning, preparation and delivery of a high quality, purposeful and creative After School Club.

Key Accountabilities

The successful applicant will be responsible for the following, however this may vary from time to time according to the needs of the academy:

- Assist with the day to day organisation of After School Club. Preparing club facilities and activities, ensuring the quality standards are agreed and met

- Assist pupils in collecting food, being seated, clearing away crockery, moving activities in activity area and/or playground as appropriate
- Understand and promote healthy eating, ensuring any dietary requirements are noted
- Establish good relationships with pupils, interact positively with pupils, encouraging cooperation and mutual support. Encourage parent involvement and support of the club
- Monitor pupil wellbeing and encourage good behaviour by using praise and reward and taking action with poor behaviour in line with academy policy
- Maintain high professional standards and levels of care, hygiene and health and safety
- Take pride in providing enjoyable activities for pupils, encouraging inclusive and positive play
- Anticipate pupils' needs and make suggestions and provisions to support them
- Help to prepare club facilities and activities, ensuring the quality standards are agreed and met and are appropriate to the needs of the children
- Assist with maintaining a register of pupil attendance
- Administer first aid, record all injuries in the accident book in line with the Academy policy. Ensure pupils understand the required action to be taken in case of a fire. Administer prescribed medicines to children as necessary and when qualified
- Recognise the quality of the club, and the role this has on impacting on learning and pupils' attitude
- Build effective working relationships with others
- Assist with the promotion and marketing of the After School Club provision to the Academy provision
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and how commitment towards the Federations policies
- Be responsible for own health and safety, as well as that of the colleagues, pupils and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management
- Assist when needed in carrying out day-to-day administration, record keeping, ordering and purchasing materials and equipment, as appropriate and in line with legal requirements ensuring records are up-to-date
- Assist with and observe pupil exit from After School Club. Responsible for late collection of children.

The duties and responsibilities of the post may vary from time to time according to the changing needs of the academy.

PERSON SPECIFICATION				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task
Qualifications				
D	NVQ 3 or higher in relevant subject	✓	✓	
D	Paediatric First Aid training	✓	✓	
D	Basic health and safety	✓	✓	
D	Food Hygiene	✓	✓	
Experience				

D	Experience of working in a multicultural inner city school environment	✓	✓	✓
E	Experience of observing, monitoring, assessing and recording children's achievements	✓	✓	✓
E	Experience of developing good relationships with parents/carers and staff at all levels	✓	✓	
E	Experience of working with children and caring for children with complex and special needs	✓	✓	
Professional Knowledge and Understanding				
E	Knowledge and understanding of the expectations and concept of After School Services	✓	✓	✓
E	Understanding of the challenges involved in establishing a successful After School provision	✓	✓	
E	Understanding and commitment to equal opportunities	✓	✓	✓
E	Awareness of strategies for managing pupils with challenging behaviour. Confidence in dealing with young children, maintaining discipline, motivation and acting on bullying	✓	✓	✓
E	Knowledge of issues relating to the education and care of foundation stage aged children	✓	✓	✓
E	Basic understanding of children's learning and development	✓	✓	
D	Understanding of and commitment to the academy policies, in particular: <ul style="list-style-type: none"> • Participation and implementation of the academy Behaviour Policy • Commitment to and implementation of the academy 's safeguarding children policy • Awareness of Health and Safety implementation in the work place Implementation of the academy Equal Opportunities Policy	✓	✓	
E	Knowledge of effective strategies to include, and meet the needs of all pupils, in particular underachieving groups of pupils, pupils with EAL and SEN	✓	✓	✓
Professional Skills & Abilities				
E	Ability to grow and develop Extended Service in the Academy	✓	✓	✓
E	To be able to demonstrate good literacy and numeracy ability	✓	✓	✓

E	Ability to maintain a high professional standard	✓	✓	✓
D	Good ICT knowledge and skills with the ability to demonstrate the effective use of ICT to enhance teaching and learning	✓	✓	
E	Competent user of computer systems including email and Microsoft Word	✓	✓	✓
E	Must be able to plan sessions effectively for all pupils, setting clear learning intentions and differentiated tasks	✓	✓	✓
E	Must be able to keep records of pupil progress in line with academy policy	✓	✓	
	Ability to work on own initiative and prioritise tasks	✓	✓	
Behavioural Competencies				
E	Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children		✓	
E	Flexible approach to work	✓	✓	✓
E	Ability to work as part of a team	✓	✓	✓
E	Must have good oral and written communication skills as well as excellent planning and organisational skills	✓	✓	✓
E	Must be able to manage own work load effectively respond swiftly to tight deadlines	✓	✓	
E	Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓		✓
E	Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	✓	✓
E	Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others	✓		
E	To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	✓	✓
D	To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	✓	
Applicable to all staff				
E	Undertake training as required to so in order to fulfil the requirements of the role	✓	✓	✓
E	Genuine interest in the education of young people and ability to contribute more widely to the life and community of the Federation	✓	✓	✓
E	Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and	✓	✓	✓

	attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings			
E	Recognise your role as part of the succession of Mossbourne	✓	✓	✓
E	Play an active role in terms of Safeguarding all students and adults	✓	✓	✓

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.