



**Job Description**  
**Casual Support Play Worker**

<b>Responsible to:</b>	The Childcare Manager/Play Coordinators/ Senior Practitioners
<b>Job purpose:</b>	To assist and support the Practitioner staff team in the delivery of high quality, stimulating play opportunities for primary aged children, in a safe and caring out-of-school environment.
<b>Venues:</b>	Barclay Viewforth Centre and Bruntsfield Centre
<b>Hours:</b>	Casual, flexible working hours
<b>Salary:</b>	Dependant on age and qualification level

**Job duties include:**

1. Assisting Practitioner staff in the collection of children from schools in the local community and escorting them safely back to the after school club, adhering to Skool Is Out collection procedures at all times.
2. Assisting and supporting Senior and Practitioner staff in the day-to-day provision of safe childcare and varied & stimulating play opportunities.
3. Supporting the provision of safe, creative and appropriate play opportunities for the differing age ranges of children attending, and encouraging children in their chosen activity. Participation and involvement in games and play, where appropriate.
4. Supervision of children during indoor and outdoor play; observing risks that might occur within the school playground, local parks and on outings, while adhering to Skool Is Out policy on outdoor play.
5. Adhering to rotas to ensure that the environment where the children are cared for is safe, clean and tidy. Flexibility throughout your job role is vital.
6. All staff are expected to assist with the clearing away of equipment at the end of the working day in an organised and tidy manner, within a strict timeframe.
7. To undertake continuous professional development, including short courses and training workshops relevant to Playwork.
8. Carrying out all responsibilities and activities within an Equal Opportunities framework.
9. Assisting with cleaning and maintenance of club premises.
10. Adhering to the policies and procedures of Skool Is Out at all times.
11. Undertaking appropriate childcare qualification, if necessary, to meet the SSSC requirements for your position of Support Playworker within agreed timescale with Skool Is Out.
12. Registering with the SSSC within the first month of employment.

Please note this list is not exhaustive.

## **Person specification**

Essential for the post:

- Ability to support provision of safe, stimulating and creative play.
- Ability to communicate effectively and confidently with all children and service users
- Ability to meet children's individual needs
- Ability to use judgement and common sense
- Ability to work both as part of a team and on own initiative
- Ability to follow instructions
- A commitment to equal opportunities

Desirable for the post:

- Relevant childcare qualification for registration with SSSC as Support Playworker or working towards the relevant childcare qualification
- An understanding of good quality childcare practice and the Playwork Principals
- Previous experience working in an after school club setting

The following training workshops are compulsory for meeting the SSSC registration requirements and will be offered to all staff within their first year of employment:

**Child Protection (updated every 3 years, annual in-house)**

**First Aid (updated every 3 years)**

All staff must attain up-to-date certificates in Child Protection and First Aid within their first year of employment at Skool Is Out.

Please note that Skool Is Out meet the costs for staff to embark on these training workshops, subject to the Skool Is Out training agreement which must be signed by all staff before commencing training.

Other training workshops and opportunities may be available in the following:

Food Hygiene

ADHD Awareness

Hearing Impairment Awareness

Good Childcare Practice

Inclusive Play

Autism Awareness

Asthma Awareness

Managing Challenging Behaviour

Please note that every Practitioner and Support childcare worker must be registered with the either GTC (General Teaching Council) or SSSC (Scottish Social Services Council). They must also register with the PVG (Protection of Vulnerable Groups) Scheme, and, if registered, undergo an update prior to commencing employment with Skool Is Out Ltd. The cost of PVG Scheme registration or update and SSSC registration will be met by the applicant.

All offers of employment are contingent upon receipt of two references and successful registration with the PVG scheme.