**Title:** Playworker

**Reports to:** Club Manager

The post holder will support the Club Manager and Deputy Manager to ensure that the Club provides high quality childcare, within a positive, safe, and happy environment and in line with York Childcare policies.

To be responsible for assisting in the planning and preparing a programme of activities that enhance the learning and development of children in our care. To contribute to the completion of all relevant paperwork and administration commensurate with the role.

**Responsibilities and Duties**

* To assist the Manager in implementing and delivering the Early Years Foundation Stage Framework.
* To assist the Manager in implementing York Childcare’s Operational Plan and to operate within the legal framework.
* To have particular regard for Safeguarding of children in the Club’s care, to ensure that child welfare and safety is promoted within the setting, and that any child protection concerns are appropriately acted upon immediately and reported, in line with York Childcare’s Safeguarding Policy.
* To assist the Manager and staff team to plan a diverse range of structured and free-play activities and resources for children of all ages attending club, including Holiday programmes. To have regard to ensure that all activities reflect positively the linguistic, religious and cultural diversity of the community.
* To act as a key person to a small group of children, liaising closely and building an effective relationship with parents / carers to ensure that every child’s learning and care is tailored to meet their individual needs.
* To establish and maintain children’s learning journals for your own key children, to ensure observation and next steps in learning reflect high aspirations for children.
* To ensure that the health, safety and welfare of children and all adults affected by the setting and its activities are maintained. To ensure that all accidents or near misses and hazards identified in the course of their work are reported and dealt with effectively in accordance with the Club’s Health and Safety Policy and risk assessment findings.
* To assist the Manager and Deputy Manager in implementing actions following regulatory inspections and visits.
* To demonstrate a high level of professionalism always.
* To attend relevant meetings and training events as directed and to take responsibility towards their own professional development with the support of the Manager.
* To keep completely confidential any information regarding the children, their families, staff, and Club activities that are learnt as part of the job, and in line with York Childcare’s confidentiality policy.
* To carry out efficiently any other reasonable duties as required.