

## We are looking for an Afterschool Playworker to start Sep 2022

### Apply now

Cardiff Steiner School are looking for an **Afterschool Playworker** to join our established and friendly team, and lead our Afterschool provision **for our children aged 3 to 12**.

Our After School Club serves the families of our School, offering a warm, caring, play-filled after-school experience. Children unwind, eat good food, play outdoors, build new skills and develop friendships outside the classroom and across the ages. Our focus is to foster children's ability to create their own play and fun, based on playwork and Steiner principles. We offer a balance of quiet indoor time, creative activities and indoor and outdoor games in a warm, homely and nurturing environment.

**Hours:** equivalent to 16 hours per week, 3.00 - 6.00pm Monday to Friday, term time only (approx. 35 weeks per year) plus 35 hours per year INSET and planning/meeting time.

Additional option of 5 hours per week in Breakfast club from 8.00-9.00am if desired.

**Salary:** £10.50 per hour plus statutory holiday pay (equivalent to £11.77 per hour)



You'll be leading and running the Afterschool Club, providing high standards of care and play opportunities in a safe and secure environment. You'll be working closely with the children providing supervision and care for the duration of the session with the support of an Assistant.

You'll plan and deliver play opportunities and creative activities designed to meet the interests, needs and age ranges of the children. You'll be committed to the children's safety and wellbeing ensuring procedures and policies are followed and session records are maintained and completed.

In return we offer you a wonderful family School with engaged and creative children, a collaborative staff team, supportive families and a strong community spirit. Our people are at the heart of our success and we have developed a strong culture of collaboration where staff are valued and your input, enthusiasm and talents will be welcomed and appreciated. You'll have the support and guidance of the Responsible Person, as well as the mentorship of expert School staff in delivering and developing practice informed by the principles of Steiner education.

We look for committed individuals who share our ethos that 'play is the work of childhood'; have a real interest in children's development; and enthusiasm to learn about Steiner education and put its principles into practice. Applicants will need to have two years' experience of working in a registered setting, hold a relevant Level 3 qualification in Childcare or Playwork.

*Cardiff Steiner School is committed to safeguarding children and young people, we expect all applicants to uphold this. All candidates must have suitability to work with children, and post holders are subject to a satisfactory enhanced Disclosure Barring Service check.*

## **About the School**

Cardiff Steiner School is an independent Steiner Waldorf school for boys and girls aged 3 to 18. We offer an inspiring and creative education based on the needs of the whole child - academic, physical, emotional and spiritual.

Steiner Education is the largest and fastest growing independent school system in the world. Schools avoid formal teaching until a child is six and teach Early Years in a family-like setting with an emphasis on creative, experiential and social play. From age 6 up our distinctive, international curriculum integrates arts and academics into a rich, balanced education that ignites a lifelong passion for learning. Please visit our website at [www.cardiffsteiner.org.uk](http://www.cardiffsteiner.org.uk) to learn more about the School.

## **How to apply**

You are very welcome to contact us to discuss the post on 029 2056 7986 [ask@cardiffsteiner.org.uk](mailto:ask@cardiffsteiner.org.uk)

Contact us for an **Application Pack** or download it at:  
<http://www.cardiffsteiner.org.uk/jobs-afterschool-leader/>

To apply please take a look at the Job Description and Person Specification and complete and return the Application Form and Equality & Diversity Questionnaire to:

Nicola Robinson, Cardiff Steiner School, Hawthorn Road West, Llandaff North, Cardiff CF14 2FL  
[ask@cardiffsteiner.org.uk](mailto:ask@cardiffsteiner.org.uk) (029) 2056 7986

**The recruitment process will involve an interview and observed session practice**

**See Job Description and Person Specification on the next pages**

# Job Description Afterschool Playworker

## Responsible to/for:

The position is accountable through the School Management Team to the Board of Trustees.

The position works with the oversight of the Responsible Person, and the mentorship of School staff in delivering and developing practice informed by the principles of Steiner education.

The Leader works in close collaboration with the leaders of Breakfast Club and Afternoon Care to plan and develop the School's full Wraparound Care provision so it provides a cohesive structure to the children's whole day.

The Leader acts as 'Person in Charge' in the day-to-day- running of the Afterschool Session. They are responsible for directing, supervising and guiding the Assistant working with them.

## Purpose

The primary focus of the position is to lead the day-to-day operation and running of the Afterschool Club by providing high standards of care and play opportunities for children in a safe and secure environment.

## Duties include:

- Create a safe, homely and nurturing environment delivering high quality care and creative play opportunities.
- Plan and deliver a programme of play opportunities and creative activities designed to meet the interests, individual development needs and age ranges of the children. Ensure planning, equipment and resources are in place, and that the programme incorporates seasonal aspects of the School curriculum.
- Ensure a rhythm to the session and week that supports a coherent and balanced whole day experience for the children.
- Consult and liaise with the children and involve them in the planning of activities.
- Fully support inclusive practice and ensure that all children can be involved in the activities offered if they wish.
- Liaise with parents/careers to encourage involvement and support through developing positive and effective working relationships and providing professional and relevant feedback about their child.
- Be an effective role-model for children and Assistants at all times
- Work with the children to support their creative play, artistic and domestic activities and be actively engaged with the content of the session.

- Ensure the individual needs of the children are met including toileting, washing hands, getting dressed for outside play etc, with the help of the Assistant.
- Supervise the children in the garden or on walks.
- Take care of children needing comfort or first aid, following first aid procedures and ensure records are accurately recorded, reported and maintained.
- Be responsible for the preparation, supervision and clearing of the room, activities, materials and snack, with the help of the Assistant.
- Be responsible for cleaning and maintaining equipment and the Afterschool Club environment, including the main room, cloakroom, kitchen and garden, with the help of the Assistant.
- Be responsible for safeguarding and promoting the welfare of the children in your care – being alert and aware of situations needing attention, and responding appropriately. Ensure that Assistants understand and follow Safeguarding Procedures.
- Support all children by promoting positive strategies for unwanted behaviour, in line with the School's 'Positive Learning Policy', working with the advice of School staff as required.
- Liaise with School and Kindergarten staff about the needs of the children who attend Afterschool Club.
- Be responsible for Health and Safety in the session including ensuring that general risk assessments and food hygiene records are completed and accurately maintained.
- Carry out administrative tasks as required for the role including registers, parental forms, record keeping etc.
- Attend meetings/training as required. Current requirements are:
  - **Leaders Planning Meetings** with Responsible Individual 1.5 hours per half term to
    - monitor and review the overall provision
    - review and plan the organisation, running and rhythm of the sessions
    - and/or to undertake supervisions/appraisal
  - **Session Team Meeting with Assistant** - 1 hour per half term
    - to review and plan the programme of play opportunities and creative activities, and/or to undertake supervisions
  - **Meeting with Pedagogical Mentor** - 1 hour per term to feedback from prior observations of the sessions
  - **INSET** - 25 hours per year either taking part in whole School INSET days as relevant, or Wraparound Care specific INSET sessions led by Responsible Individual and/or Pedagogical Mentors

- Support the School's ethos, principles and objectives. Learn about the principles of Steiner Education and ensure the provision works within them.
- Take part in the appraisal of your own work performance.
- Be aware of and operate within the School's policies and procedures and support their implementation.
- Any other duties reasonably requested by the School. The job description is current but liable to variation to reflect or anticipate changes in the requirements of the post.

## **Person specification**

### **Essential**

#### **Qualifications / Knowledge and Understanding**

- A level 3 Childcare or Playwork qualification recognised on the Care Council for Wales current list of *'Accepted Qualifications for the Early Years and Childcare Workforce in Wales'*
- Willingness to undertake a transition to Level 3 qualification on PETC Wales *'List of Required Qualifications to work within the Playwork Sector in Wales'* by September 2022
- A good understanding of issues and general procedures around Child Protection and Safeguarding
- Knowledge of Health & Safety
- An understanding of and commitment to the importance of play in childhood
- An interest in and enthusiasm to learn about Steiner Waldorf Education and to integrate it into your practice

#### **Experience/Abilities**

- 2 years' experience in a CIW registered setting
- Ability to contribute towards a safe environment
- Ability and personal commitment to safeguard and promote the welfare of children, putting the needs of children first
- Experience of day-to-day record keeping in a childcare or similar setting
- The ability to lead sessional childcare/playwork and to direct an Assistant under your guidance
- The ability to care for and nurture children
- The ability to facilitate play opportunities and creative activities
- Personal warmth, patience, respect, empathy and understanding
- To be a role model worthy of imitation by the children in your care
- A flexible, positive approach to work and the ability to work under pressure
- Good numeracy/literacy skills

- Excellent organisational skills
- An ability to take responsibility for tasks without direct supervision
- Excellent communication skills with colleagues, parents and carers, and the ability to work well in a small, close knit team
- Sense of humour, enthusiasm and imagination
- Suitability to work with children and a satisfactory enhanced Disclosure Barring Service check

### **Desirable**

- A Level 3 qualification on PETC Wales '*List of Required Qualifications to work within the Playwork Sector in Wales*'
- Up to date Pediatric first aid certificate, or willingness to undertake this
- Practical arts, crafts and/or games skills
- Food Hygiene Certificate, or willingness to undertake this
- Understanding of Steiner Education