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| **Position Title** | **Play Worker** | | |
| **Location** | SWSF | | |
| **Reporting to** | Head Teacher | | |
| **Position Number(s)** |  | | |
| **Grade** | B | | |
| **Directorate/Section/School** |  | | |
| **Effective date of JD** |  | **JE Job Number** | G.1235 |

**Job Purpose including main duties and responsibilities:**

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| **Job Purpose:**  To assist the Playleader in providing a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of leisure activities for children. |

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| **Main Duties & Responsibilities:**  **Activity Planning**   * To provide a safe, creative and appropriate play opportunities for a range of age groups * Preparing activities, organising programmes/ themes and arranging equipment; * To ensure that all activities are inclusive for all children to take part in.   **Liaison**   * To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs; * To encourage parental involvement and support through the development of effective working relationships; * To consult with the children and involve them in the planning of activities. * To share good practice with other Playworkers as needed, including membership to local Play Forums; * To work with and gain support from Devon County Council’s Early Years and Childcare Service * Liaise with Designated Safeguarding Officer (DSO) as appropriate   **Supervision and care of children**   * Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities; * Ensure that risk assessments are completed prior to commencing activities with children; * Ensure that food preparation and handling within the Setting is carried out within the guidelines of the Food Safety Act 1990; * Where food is provided, to ensure that it is wholesome and nutritious in accordance with recommended dietary requirements and that food preparation/ handling is carried out within the guidelines of relevant legislation Ensure that children’s behaviour is managed in a suitable manner   **Direct Playwork**   * Support the Playleader in planning a wide range of creative, stimulating, appropriate and fun activities; * Consult with the children in order to plan activities they are interested in; * Ensure that play meets the full range of children's individual and group needs; * To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish   **Premises**   * To ensure good standards of hygiene and cleanliness are maintained at all times; * Ensure secure access is maintained at all times * Ensure suitable registering processes are maintained at the start and the end of the day   **Other**   * To undertake continuous professional development, including short courses and qualifications relevant to playwork; * To promote the aims and objectives of the Setting; * To understand and adhere to Setting policies, procedures and standards at all times; * To ensure the Setting offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times; * To assist with the preparation and maintenance of materials and equipment; * Recording accidents in the accident book; * Ensure children are collected in strict accordance with the Setting’s Child Collection Policy; * To ensure the Setting offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development; * To ensure confidentially within the Setting at all times; * To participate in activities which fall outside normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc. * To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Playleader. |

**Person specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| Management of people | * N/A | * Knowledge of the National Standards for the regulation of Out of School provision * Ability to deputise in Manager’s absence | * Interview |
| Experience | * An understanding of the basic principles of playwork | * Previous experience of playwork with children in a voluntary or paid capacity | * Interview * Work Trial * Application form |
| Practical Skills | * Creativity to devise new ideas and engage the children in activities * Ability to engage with children, and promote confidence and participation | * Good organisational and planning skills | * Work Trial * Interview |
| Communication | * Ability to communicate effectively with children, parents, carers and other agencies * Sufficient command of the English language to ensure the welfare and safety of children | * Ability to deputise in Playleader’s absence, communicating with Management, (committee, board of governors) | * Interview |
| Personal Qualities | * A commitment to the provision of high quality childcare * Enthusiasm for consulting with children * Excellent communication skills, with children, colleagues, parents/carers. * Patience, punctuality, reliability and trustworthiness * Enthusiasm for working with children and young people * A positive approach to gaining further qualifications, and continuous professional development * A positive approach to learning and gaining new skills through teamwork and training opportunities | * Interest in the care, learning and development of children and young people * Flexibility/ adaptability * Able to work in small teams * Vigilance to ensure safety and security of children and staff at all times | * Application form * Interview |
| Strategic Thinking | * N/A | * N/A |  |
| Technology / IT Skills | * Understand safe working practice using IT | * N/A |  |
| Education and Training | * A full and relevant level 2 qualification * Some understanding of the importance of Health & Safety and Food Hygiene in the workplace | * Health & Safety certificate * Paediatric First Aid or Emergency First Aid * Completion of other relevant courses | Application form  Interview |
| Professional Registration |  | | * Certificate/ Registration |
| Equal Opportunities | * Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations. | | * Demonstrate knowledge at Interview |
| Physical | * Able to carry out the duties of the post with reasonable adjustments where necessary. | | * OH1 |
| Other relevant factors | * Commit and conform to DCC Customer Service Standards. | |  |