

PLAYWORKER

Job Description

Purpose of Post

1. To contribute a high standard of physical, emotional, social and intellectual care for children placed in the Setting;
2. To give support to other personnel within the Setting;
3. To implement the daily routine in the base room.
4. To provide a caring, secure environment, through individual attention and group activities, and to organise appropriate range of leisure activities for children between the ages of 4-12.

Key Areas

1. Work with Children;
2. Team Work;
3. Liaise with Parents/carers.
4. Activity Planning;
5. Supervision and Care of Children;
6. Direct Playwork.

Responsible to

1. Vicki Wilkes- Area manager
2. Owners- Sarah Jones and Dan Baxter

Hours of Work

1. Casual working hours to meet the demands of the club between Monday to Friday, 8.15am-5.45pm during the summer holiday period

Pay

1. £6.19+ per hour

Duties and Responsibilities

Activity Planning

1. To lead or support safe, creative and appropriate play opportunities for a range of age groups
2. To attend Planning Sessions with staff team to ensure a planned approach to sessions, including allocation of resources, and liaison with parents/carers about themes as necessary
3. To ensure playworkers have adequate support for preparing activities, organising programmes/ themes and arranging equipment;
4. To ensure that all activities are inclusive for all children to take part in;

Liaison

1. To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child;
2. To encourage parental involvement and support through the development of effective working relationships;
3. To ensure that you communicate clearly about any matters relating to the running of the club and the wellbeing of the children, including resources and equipment, health and safety, and safeguarding issues;
4. To consult with the children and involve them in the planning of activities;
5. To encourage a close liaison with schools and other related agencies.
6. To share good practice with other playworkers as needed, including membership to local Play Forums;
7. To work with and gain support from Devon County Council's Out of School Development Workers as required;

Supervision and care of children

1. To supervise students/ trainees, visitors and volunteers, delegating any appropriate tasks to other staff;
2. Ensure that activities are carried out in a safe and responsible manner in accordance with the National Standards for Out of School provision, and other guidance, eg. Health and Safety

3. Where food is provided, to ensure that it is balanced and healthy in accordance with recommended dietary requirements, and that food preparation/ handling is carried out within the guidelines of the Food Safety Act 1990;
4. Ensure that risk assessments are completed prior to commencing activities with children;

Direct Playwork

1. Ensure that a wide range of creative and enjoyable activities are offered;
2. To coordinate the availability and ascertain the suitability of play resources, including managing an inventory of stock, and liaising with local Scrapstore and other resource centres as needed
3. Manage the planning of a wide range of creative and enjoyable activities, in conjunction with team members, and consultation with the children;
4. To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish;

Equality and Diversity

FISH staff are required to commit to the FISH equality and diversity statement which states that we believe that excellence will be achieved through recognising the value of every individual. We aim to create an environment that respects the diversity of staff, students and other members of the local community that come into contact with FISH.

FISH acknowledges the basic rights to all staff, children and visitors:

To be treated with respect and dignity

To be treated fairly with regard to all procedures, policies and choices

To receive encouragement to fulfil their full potential

To be provided with a safe, secure and welcoming environment for staff, students and visitors.

Other

1. To promote the aims and objectives of the club, and use as a guide for daily activities;
2. Be aware of Staff Policies and Practices;
3. To ensure the Setting has a high standard of physical and emotional care;

4. To ensure good standards of hygiene and cleanliness are maintained at all times;
5. To be responsible for the Health and Safety standards appropriate for the needs of the children;
6. To assist with the preparation and maintenance of materials, equipment;
7. Recording accidents in the accident book;
8. Ensure child is collected by someone known to the club;
9. To ensure the Setting of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
10. To ensure confidentiality of information received;
11. To be aware of the high profile of the club and to uphold its standards at all times;
12. To be involved in out of working hours activities, eg Training, Staff Meetings, Summer Fayre;
13. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Manager.
14. To undertake continuous professional development, including short courses and qualifications relevant to playwork;
15. To promote the aims and objectives of the Setting;
16. To understand and adhere to Setting policies, procedures and standards at all times;
17. To ensure the Setting offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
18. To assist with the preparation and maintenance of materials and equipment;
19. Recording accidents in the accident book;
20. Ensure children are collected in strict accordance with the Setting's Child Collection Policy;
21. 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;
22. To ensure confidentiality within the Setting at all times;

23. To participate in activities which fall outside of normal working hours as required, eg. Training, Staff Meetings, fundraising events, etc.

Team Work

1. Support all staff and engage in a good staff team;
2. To attend ALL out of working hours activities, eg training, monthly staff meetings, parents/carers evenings, summer Party, Christmas party, etc.

General

1. Contribute to good standards of hygiene and cleanliness in the Setting;
2. To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the trainee's supervisor from time to time;
3. The trainee's duties must at all times be carried out in compliance with the Setting's Equal Opportunities policy;
4. Look upon the Setting as a "whole" where your help can be most utilised, be constantly aware of the needs of children;
5. To respect the confidentiality of information received;
6. To ensure the Setting is a high quality environment which meets the needs of individual children from differing cultures and religious backgrounds, and stages of development;
7. To be aware of the high profile of the Setting and to uphold it's standards at all times;
8. To be aware of all emergency and fire evacuation procedures;
9. To be aware of sections 7 & 8 of the Health and Safety at Work Act 1974;
10. To understand that as part of training you will be required to move to other parts of the Setting.

PLAYWORKER

Person Specific

Essential

Skills, aptitude, knowledge and experience

- Ⓢ Previous experience of caring for, or working with children aged 4 - 12 in a voluntary or paid capacity
- Ⓢ An understanding of the Early Learning Goals
- Ⓢ Knowledge of the EYFS for the regulation of Childcare provision
- Ⓢ A commitment to the provision of high quality childcare
- Ⓢ A positive approach to learning and gaining new skills through teamwork and training opportunities
- Ⓢ Good written and verbal skills for report writing, maintaining child records and providing feedback to parents/carers and colleagues

Personal Qualities

- Ⓢ Good organisational, record keeping and planning skills
- Ⓢ Punctuality
- Ⓢ Excellent communication skills, with children, colleagues, advisors and parents/carers.
- Ⓢ Patience
- Ⓢ Reliability and trustworthiness
- Ⓢ A positive approach to inclusive practice, with children and colleagues
- Ⓢ Enthusiasm for working with young children

Qualifications

- Ⓢ Completion of a recognised Level 2 or 3 Playwork qualification, or be working towards completion
- Ⓢ A positive approach to gaining further qualifications
- Ⓢ Some understanding of the importance of Health & Safety and Food Hygiene in the workplace

Desirable

- Ⓢ Experience in Line Managing staff, including involvement in induction, supervision, and appraisals
- Ⓢ Interest in the care, learning and development of young children
- Ⓢ An understanding of the eyfs
- Ⓢ Knowledge of safeguarding children

- Ⓢ Flexibility - occasionally working hours might be changed, eg. if the setting hosts a Parent's Evening
- Ⓢ Able to work in small teams

- Ⓢ Completion of a recognised Level 3 Playwork qualification, or be working towards completion
- Ⓢ Health & Safety certificate
- Ⓢ First Aid certificate
- Ⓢ Completion of other relevant courses

This post requires a CRB check as there may be periods of unsupervised access to children. An Enhanced CRB and satisfactory references would be obtained prior to commencement of employment.