

## Job Description

**Job title:** Out of School Playleader

**Location:** Miles Platting and Ancoats Children's centre, Manchester,

**Hours:** 16.25 hours per week

**Grade:** Grade 2 (lower)

**Service:** After School Club

**Reports to:** Head of Children's Centre

**Main purpose:**

1. To provide a stable and secure environment for all children using the establishment, which meets their social, emotional, intellectual and physical needs.
2. To work with other staff, to offer support to parents/carers who are making use of the establishment.
3. To work as part of a team of staff, who collectively contribute to providing positive experiences for young children and their families, in a safe, nurturing and stimulating environment.

**Principal Accountabilities:**

1. To provide after school care for children 0 – 11, including collection from the school until collected by parents/carers.
2. To provide a stimulating environment through play and other activities, in which all children can interact and develop socially, emotionally, intellectually, and physically.
3. To work as a full member of a team in the operation of the establishment to ensure good practices in relation to childcare are maintained.
4. To plan and organise individual and group programmes in partnership with children, parents/carer and ensure that all daily activities effectively meet the developmental needs of the children.
5. To guide and assist in each child's language development, giving extra help to children with difficulties.
6. To assist in choosing suitable equipment to provide the children with a stimulating environment and the skills to acquire confidence and independence.
7. To be responsible for ensuring a safe play environment, checking materials and equipment for defects and ensuring that centre users are familiar with the fire drill and evacuation procedure.

8. To feed, toilet, change and wash the children as necessary.
9. To administer basic first aid for minor incidents, and assist in the administration of preventative medicines for children in the group.
10. To maintain records of an individual's development, including observations of the children's daily progress and achievements.
11. To write reports of children's progress and to discuss these reports with appropriate senior staff and share with parents at appropriate forums.
12. To take children in urgent situations to hospital, etc where parents/carers are unable to do so.
13. To prepare notes for and attend case conferences as required.
14. To participate in providing a happy and relaxed environment in which all parents and carers can comfortably involve themselves and be valued and respected.
15. To support and encourage parents/carers to share in the care and education of their children.
16. To be aware of dietary requirements linked to race, religion or physical conditions.
17. To participate in training courses and be able to pass on knowledge gained to other staff, parents, students and other relevant parties.
18. To promote and ensure compliance with Family Action Equal Opportunities policies, to value diversity and find innovative and creative ways of engaging with all sections of the local community.
19. To ensure the wishes of children and young people remain paramount. To identify and monitor closely any child protection issues and to notify management of any concerns immediately.
20. To keep service user records, write reports and ensure that this information is kept on file and passed on to appropriate people.
21. To participate actively in regular case reviews and in the evaluation of the service.
22. To provide information to service users about the range of services provided by Family Action and actively encourage feedback.
23. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a) Being **people** focused
  - b) Reflecting a '**can do**' approach

- c) Striving for **excellence** in everything we do
  - d) Having **mutual respect** for everyone we work with, work for and support through our services
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- 24. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
  - 25. To ensure the implementation of Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
  - 26. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
  - 27. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

## Person Specification

1. An NVQ level 2 in Childcare or other relevant qualification is required.
2. To have good basic English and mathematical skills.
3. Practical knowledge of child development and child related issues.
4. An awareness of play principles.
5. Experience of working with children, young people and families, through voluntary or paid employment.
6. To demonstrate an interest and involvement in working with children and young people.
7. The ability to understand as well as supervise children and young people.
8. Ability to respond to every day situations in a calm and professional manner
9. An ability to work independently and as part of a team within a framework of policies and procedures.
10. Tact and diplomacy in all interpersonal relationships including parents.
11. Personal commitment to excellence in the service.
12. Personal commitment to pursue own personal development and to undertake training as required.
13. Self motivation and personal drive to complete tasks to required time scales and quality standards.
14. Discretion in dealing with confidential and sensitive issues.
15. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a. Being **people** focused
  - b. Reflecting a '**can do**' approach
  - c. Striving for **excellence** in everything we do
  - d. Having **mutual respect** for everyone we work with, work for and support through our services