

JOB DESCRIPTION

Job title:	Play leaders / Play Assistants
Service:	Peterborough HAF – Holiday Activities and Food
Salary:	£9.50 - £11.50 per hour
Hours:	Sessional Contract - Flexible up to 20 hours per week
Location:	Peterborough – Paston or Dogsthorpe
Responsible to:	Service Manager

Summary of job:

- To assist in the day to day running of the HAF holiday activities.
- To provide a safe, stimulating play environment for children which provides for their recreational, social, emotional and physical needs through the provision of a high quality service which meets any quality targets and/or legal requirements, including the Policies and Procedures Manual.
- To help children to understand the benefits of healthy eating and exercise and to increase their knowledge around nutrition.
- To ensure that the HAF activities promotes at all times to the public a positive image of helpfulness and responsiveness.

Key tasks and responsibilities:

- To assist in the planning and delivery of the HAF activities promoting and ensuring a wide range of play opportunities reflecting the needs and circumstances of children and taking into account cultural diversity and accessibility for children with disabilities and special needs.
- To observe, supervise and work with groups of children to initiate activities in response to their needs and wishes, both indoors and outdoors.
- To establish positive relationships with children which enable them to play together cooperatively and increase their self-confidence.
- To be aware at all times of the health and safety issues (premises, equipment safety and storage, activities, fire drills, children, staff etc.) at the HAF scheme. To take any action required to ensure the safety of children and to report any problems immediately to the Leader.
- To ensure the confidentiality of service user records and any other confidential information. This may exclude child protection issues.
- To contribute positively towards a harmonious working relationship within staff team.
- To ensure that children are supervised at all times.
- To help to ensure that the HAF activities run effectively.

- If required, to proactively participate in consultation with service users (parents/carers and children) to ensure that the service is meeting their needs.
- To assist with keeping daily records as required such as attendance, accident / incident books, fire drill records, complaints, monitoring forms etc.
- Embrace and implement Family Action's Equality & Diversity Policy in every aspect of your work and positively promote its principles amongst colleagues, service users and other members of the community.
- Comply with Family Action's Health and Safety and Data Protection policies and protect your own and others' health, safety and welfare.
- Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

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PERSON SPECIFICATION

Experience		Essential / Desirable
1.	Experience of provision of safe and stimulating play work with children up to 12 years in a multicultural environment.	Essential
2.	Experience of liaising with parents/carers of children attending a play setting and promoting positive relationships.	Desirable
Knowledge & Skills		
3.	Knowledge of Health & Safety issues concerning children and settings.	Essential
4.	Ability to work effectively and positively as part of a staff team.	Essential
5.	Ability to assist in keeping any appropriate records.	Desirable
6.	Ability to use own initiative in assisting in the smooth running of the HAF activities.	Essential
7.	Ability to assist in organising and delivering a programme of play activities and facilitate free play in order to motivate children in such a way as to contribute to their enjoyment and overall development.	Essential
8.	Evidence to show reliability, good attendance and timekeeping	Essential
9.	Evidence of being creative, committed, enthusiastic, innovative and optimistic	Essential
10.	Ability to interact with children, other play staff and parents / carers in a positive and helpful manner.	Essential
Values		
10.	<p>Able to evidence Family Action's values at all times, which underpin our mission of 'building stronger families' by:</p> <ul style="list-style-type: none"> • Being people focused • Reflecting a 'can do' approach • Striving for excellence in everything we do 	Essential

	<ul style="list-style-type: none"> Having mutual respect for everyone we work with, work for and support through our services 	
13.	Be committed to equal opportunities and uphold and comply with Family Action's Equality & Diversity policy in all aspects of your work, promoting its principles amongst colleagues, service users and other members of the community.	Essential