

**JOB DESCRIPTION**

**Job Title: Play Leader**

**Department: Childcare**

**Responsible to: Assistant Operations Manager - Childcare and Early Years**

**Location: Edgewood Primary School, Hucknall**

**Hours: Up to 15 hours per week, term time only**

**Salary: £5,726.45 per annum – payable in twelve equal instalments**

**Job Purpose**

* To support, prepare and deliver the day to day operation of the After-School Club at Edgewood Primary School.
* To positively engage children in sports, craft and Science, Technology, Engineering, Arts and Math activities.
* To ensure children’s enjoyment and safety within the setting.
* To support the development of an organisational culture that puts our Christian Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do.

**Principal Responsibilities**

1. To support the planning, preparation and delivery of a varied programme of activities which meet each of the children’s needs within the framework of the National Standards. To include sport, Science, Technology, Engineering, Arts and Math.
2. To supervise and ensure the safety of the children engaged in the programme
3. To work as part of a team to provide support and guidance to staff and volunteers
4. To ensure that the programme maintains high standards and are in possession of adequate materials
5. To ensure all health and safety and other legal requirements associated with play activities are complied with
6. To ensure that equipment and activity areas are properly maintained and fit for children and staff
7. To communicate effectively and liaise closely with parents, children and school staff
8. To follow the Nottinghamshire YMCA policies and procedures and OFSTED National Standards at all times
9. To ensure that all safeguarding policies and procedures are followed and to report any concerns to the appropriate person (s).

**Responsibilities of all YMCA staff, casual workers and managers**

**1 Ambassador for the YMCA**

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA’s core values, mission, vision, and ethos and to positively and proactively protect the YMCA’s reputation.

**2 Other Duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

**3**  **Discretion to Act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive directly or through an appropriate manager.

**4** **Relationships and Confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

**5 Association Ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

**6 Health and Safety**

To adhere to the Association’s Health and Safety policies at all times.

**Line Management Responsibility:**

No direct line management but the post holder will be expected to supervise work experience trainees, volunteers and temporary staff as required.

**PERSON SPECIFICATION**

**Please ensure that you address all the requirements marked with an “A”**

**in the final column as we will be looking for this information when Shortlisting.**

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| ***Area*** | ***Criteria*** | ***How Assessed\**** |
| **Experience** | 1.1 Direct experience of working with children aged 4 to 11 years | A,I |
| 1.2 Experience of liaising with parents/carers of children and promoting positive relationships | A, I |
| 1.3 Experience of leading sports and/or Science, Technology, Engineering, Arts and Math sessions with children aged 4 to 11 years | A, I |
| **Knowledge** | 2.1 Knowledge of Health & Safety issues relating to all issues concerning children and out of school childcare provisions including safeguarding | A, I |
| 2.2 Knowledge of Ofsted standards and inspections, for both early years and childcare registrations (preferred) | A, I |
| 2.3 Knowledge of the EYFS, child development and how this can be supported (preferred) | A, I |
| **Education/ Training / Qualifications** | 3.1 Holds or is working towards a relevant qualification, minimum level 2 | A, D |
| 3.2 Holds an in date Paediatric First Aid certificate or willing to undertake the qualification within the first 3 months | A, D |
| 3.3 Has knowledge of Safeguarding children and has had training in Safeguarding Children and Young People or is willing to undertake within the first 3 months | A, D |
| 3.4 Holds a sports coaching award (desirable) | A, D |
| **Skills & Abilities** | 4.1 Able to ensure that all administrative records are maintained and returned as required | I, T |
| 4.2 Ability to organise a range of play activities which extend children’s play and contribute to their enjoyment and healthy development | A, T |
| 4.3 Ability to communicate and liaise effectively with parents, teachers and other staff members | A, I |
| 4.4 Ability to energise, excite and enthuse children | A, I |
| **Other work related requirements** | 5.1 Ability to support the Christian core values of the Association | A, I |
| 5.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service **OR** hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the DBS Update Service | A, D |
| 5.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds | A, I |
| 5.4 Access to an appropriately insured and taxed vehicle (desirable) | A,D |

**\*When Assessed** – (A) on Application form, (I) At Interview, (T) During Test,

(D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc

*Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity*

*Nottinghamshire YMCA is committed to the protection of children, young people and adults at risk*