

## Job Description

### Senior Play Leader

<b>Job Title:</b>	Senior Play Leader
<b>Department:</b>	Children Youth Families
<b>Responsible to:</b>	Assistant Operations Manager
<b>Location:</b>	Middleton Primary and Nursery School - Before and After School Club and YMCA Camp Williams
<b>Hours:</b>	Term Time: 25 hours per week (7.30am – 9am and 2.30pm– 5.45pm) School Holidays: 50 hours per week. Annualised over 52 weeks to an average of 31.25 hours per week
<b>Salary:</b>	£14,925.94 (payable in 12 equal instalments)

#### Job Purpose

- To support, facilitate, develop, promote and deliver the Nottinghamshire YMCA's Childcare and Camps programmes
- To ensure the safeguarding of all children and families on our programmes
- To manage and deliver the day-to-day operation of the Before and After-School club at your allocated site.
- To be responsible for maintaining daily attendance registers and the administration of first aid duties including completion of detailed, accurate accident / incident forms
- To liaise with parents and guardians, school staff and other professionals
- To supervise all staff members, casual workers and volunteers.
- To ensure that all legal requirements are met, including Ofsted and EYFS, H&S and Data Protection.
- To support the development of an organisational culture that puts our Christian Core Values– Caring, Honesty, Respect and Responsibility - at the centre.

#### Principal Responsibilities

1. To plan, prepare and deliver a programme of activities to meet each of the children's needs including STEAM
2. To ensure the safety of the children engaged in the programme.
3. To ensure all health and safety are met including risk assessments.
4. To ensure that equipment and activity areas are properly maintained and fit for children and staff.
5. To manage equipment and resources related to all activities and programmes maintaining all health and safety requirements and guidelines for proper equipment use
6. To promote the Safeguarding Children and Young People procedure for The Group
7. To be responsible for all site administration
8. To always follow the Nottinghamshire YMCA and Childcare and Camps policies and procedures and ensure all staff work within them.
  
9. To keep abreast of relevant local and national government policy/ legislation in relation to childcare, Ofsted, etc

10. To undertake any other duties commensurate with the grade of the post.

**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 The Robin Hood Group Ethos**

To support the Christian ethos and core values of the Group. The Group 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 Group's Health and Safety policies at all times.

**Line Management Responsibility:**

To undertake day to day supervision of the level 2 play workers and to provide support to work experience trainees, casual workers, 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

**Job Title: Level 3 Senior Play Leader**

<b>Criteria</b>	<b>Requirements</b>	<b>How Assessed*</b>
<b>Experience</b>	1.1 Direct experience of playwork with children aged 3 to 11 years	A, I
	1.2 Experience of managing in early years or school setting	A., I
	1.3 Experience of working with parents/carers of children attending play provision and promoting positive relationships	A, I
<b>Knowledge</b>	2.1 Knowledge of Health & Safety issues relating to all issues concerning children and out of school childcare provision	I
	2.2 Knowledge of Ofsted and the EYFS	A, I
	2.3 Knowledge of child development	I
<b>Education/ Training / Qualifications</b>	3.1 Recognised early years, play work, or childcare qualification at a minimum level 3 or above (Essential)	A,D
	3.2 Food Hygiene at a minimum level 2	A,D
	3.3 First Aid certificate / Paediatric first Aid qualification	A,D
<b>Skills &amp; Abilities</b>	4.1 The ability to engage, inspire, motivate and manage children and young people and their parents	I
	4.2 A high level of IT literacy, including use of Microsoft Outlook, Word, Excel, Access and PowerPoint.	A, I
	4.3 Flexible and adaptable, with high levels of self-motivation and a positive and creative approach.	I
	4.4 Ability to organise a range of play activities which extend children’s play and contribute to their enjoyment and healthy development	A
	4.5 Ability to understand professional boundaries and act as a positive role model	I

	4.6 Able to communicate effectively both in writing and verbally including writing reports, presentations to groups of staff, leading groups of children and parents, presentations to school assemblies etc	
<b>Other work related requirements</b>	5.1 Ability to support the Christian core values of The Group	I
	5.2 Willingness to undergo a satisfactory DBS check and registration to the Update Service	I
	5.3 Willingness and flexibility to travel between sites as necessary sometimes at short notice	I
	5.4 Access to an appropriately insured and taxed vehicle	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

*YMCA Robin Hood Group is committed to promoting diversity and practicing equality of opportunity*

*YMCA Robin Hood Group is committed to the protection of children and vulnerable adults*