



JOB DESCRIPTION – February 2022

Play focus worker

Our play workers work with children to provide a safe, exciting and fun space in which to play, socialise, try out new things or just spend quiet time.

The idea of freely chosen, self-directed play is integral to play work and our groups aim to encourage children to decide and control the content and intent of their play by following their own instincts, ideas and interests, in their own way for their own reasons.

This job is dependent on successful completion of a DBS check and appropriate safeguarding training

Work base

- Park Lane Centre, Woodside
- The Hub, Sutton Hill
- Any other venue agreed (e.g. during holiday activities)

Accountability

- Project managers
- Executive committee
- Managerial supervisor

Holiday entitlement

In line with government legislation, this will be paid at set points throughout the year as agreed by management (e.g. school holidays).

Hours of work

- Weekdays only
- Term time – standard hours to cover set groups and agreed time for setting up and tidying. Additional hours if required for planning, evaluation etc. can be agreed with manager.
- School holidays - varied hours to cover activities offered in holiday programmes.
- Additional hours may be required for planning, training and provision of project crèches.

Salary

Dependent on qualifications and experience

Relationships

All staff, families, volunteers, professionals and the local communities

Principal responsibilities

- To offer all users a happy, safe and welcoming environment.
- Provide wide ranging and engaging activities.
- Support and facilitate the play process and model this for families. This involves knowing and understanding play work theories and being able to implement them, including knowing when, how and if they should intervene.
- To plan prepare and evaluate activities for children and their parents/carers, ensuring materials and resources are prepared in advance.



- To have responsibility for ensuring a range of appropriate activities are available by the beginning of each session. This includes collecting necessary materials, getting adults to bring anything with them and having the activity set up.
- To identify and cater for the needs of individual children where necessary.
- To actively participate in all monitoring, record keeping etc.
- To access training opportunities according to individual professional development requirements.
- To work as a member of a team for the benefit of all.
- To manage challenging behaviour of children using constructive approaches that enable a child to learn more positive and social responses.
- To work in partnership with all project staff and volunteers for the benefit of the families.
- Attend staff meetings as required for the benefit of best practise and provision.
- To attend managerial supervision as required.
- To work with other staff and volunteers in order to produce plans, monitor and evaluate work and activities.
- Co-operate with all evaluation and research activities as required by management.
- Keep all appropriate training up to date
- To facilitate crèches when required
- Understand, adhere to and promote all project policies.
- Support and promote project fundraising.
- Any other task agreed by management for the benefit of the project.

Personal specifications

Qualifications

Qualification in childcare, education, health and social care or other relevant subject to level 3 preferred but applicants working towards relevant qualifications with experience will also be considered.

Attributes

- Must be able to relate to pre-school children in a gentle, understanding and non-judgemental manner.
- Have the ability to encourage participation by parents/carers in their children's activities.
- Have a professional but welcoming, approachable manner with parents/carers.
- Have the ability to work effectively as part of a team.
- Be comfortable with the fact that children who attend our settings come from all walks of life and will all have different abilities and personalities.
- Understand that safety in a play setting does not mean children cannot take risks, as risk is often what makes play fun. It means the play worker has thought about protecting the children from harm, e.g. providing crash mats.
- Must be happy working both indoors and outdoors.

Skills and experience

Essential

- Knowledge of current issues in child development and parenting and willingness to stay updated.
- Knowledge of local and national policies as well as initiatives relating to children and families.
- Ability to create a successful partnership working within a multi-agency environment for the benefit of families.
- Clear understanding and interpretation of EYFS

Desired

- Computer literacy
- Own transport