**North London YMCA (Fitness Centre)**

**Responsible to:** Out of Hours Childcare Manager

**Responsible for**: Play leaders

***This is a part time post of 22.5 hours per week.***

*It is the organisation’s intention that this job description is seen as a guide to the major areas and duties for which the employee is accountable. However, the employee’s obligations are bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definite and exhaustive statement.*

**Job Context**

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This post is employed by Hornsey YMCA t/a North London YMCA.

The out of school provisions are located at Rokesly Junior school ( breakfast club, afterschool club and play scheme) and St. Aidan’s Holy Trinity church hall (afterschool club).

**Job Purpose**

The Club Leader will be responsible for managing Play Workers and overseeing the after school and breakfast clubs, providing a range of stimulating activities in a caring, secure environment for children of a wide age range.

The Club Leader will be responsible for the day to day management of playwork staff, including conducting appraisals and will manage timetables and rotas for staff.

**Duties and Responsibilities**

**Activity Planning**

* Responsible for planning the provision of safe, creative, appropriate play opportunities and preparation of activities;
* Preparing activities, organising programmes/ themes and arranging equipment
* Ensuring that all activities are inclusive for all children to take part in
* Providing full care for the children, including delivery of the children to parents/guardians

**Liaison**

* Develop and maintain good relations and communicate with parents/carers
* Consulting with the children and playworkers and involve them in the planning of activities
* Ensure playworkers demonstrate good practice

**Management**

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| * To draw up weekly staff timetable of staff and arrange cover for staff holidays and absenteeism
* To take part in the appraisal of childcare staff.
* To liaise with the After Hours Childcare Manager and bring to their attention any relevant matters in connection with the running of the club.
* To deputise for the After Hours Childcare Manager.
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**Supervision and care of children**

* Overseeing activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;

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| * Ensuring that risk assessments are completed prior to commencing activities with children;
* Actively promoting and supporting the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe policies and procedures to keep children safe from harm;
* Ensuring the Setting offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development
* Ensuring children are collected in strict accordance with the Child Collection Policy
* Ensuring confidentially within the setting at all times;
* To administer first aid when necessary and complete relevant documentation (accident report book, etc.)
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**General**

* Undertaking day to day administration and record keeping, including day sheets, registers, activity plans, catering and meal preparations, incident report forms, accident reports and briefing staff at the beginning of sessions.
* Carrying out building checks to ensure all sites are prepared ready to welcome children.
* To unlock the club and check the building and prepare the building for use.
* Maintain a clean and tidy environment

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| * Attend meetings as and when appropriate
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* Promoting the aims and objectives of the setting which includes participating in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
* Ensuring that the setting offers the highest standard of physical and emotional care and health and safety at all times
* Carrying out all work within agreed North London YMCA policies and procedures and in line with equal opportunities framework
* Undertaking other duties, of a similar professional nature and commensurate with the role, at the request of the Out of hours Childcare Manager and/or Programme Director

**Additional**

* Committed to working within a framework that encourages equality of opportunity and diversity
* Flexible attitude to working nights, weekends, and holidays
* Ensuring they do not compromise the health and safety of others and themselves in the workplace; taking reasonable care for the health and safety of him/herself and of the other people who may be affected by act or omissions at work
* Co-operating with any legal steps both organisations may take to fulfil their obligations under the Health and Safety at Work Act (HASAW).
* Ensuring the safety and welfare of children, young people and vulnerable adults at all times
* Reporting any concerns relating to child protection or protection of vulnerable adults
* Upholding safe and efficient working policies and practices
* Undertaking supervision and training
* Maintaining records, and compile monitoring data as requested

**Person Specification**

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| **Knowledge/Education/Qualifications** | **Essential or Desirable** |
| Completion of a full and relevant early years and childcare qualification at Level 3 (e.g. NVQ Level 3 Certificate in Childcare or Playwork) | E |
| Knowledge of current OFSTED requirements  | E |
| Knowledge of Safeguarding Awareness  | E |
| Current first aid at work certificate | D |
| Current driving licence | D |
| **Experience** |  |
| Experience of working in a care setting with children aged 0-14 in a voluntary or paid capacity  | E |
| Previous experience of managing staff and carrying out appraisals | D |
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| **Abilities & Skills** |  |
| Committed to providing a high quality, inclusive childcare environment | E |
| Excellent interpersonal skills, in particular an ability to develop a relationship of trust with children and their families | E |
| Creativity to devise new ideas and engage the children in activities | E |
| Friendly and welcoming manner | E |
| Ability to lead and work as part of a team | E |
| **Additional Job Requirements** |  |
| Willingness and ability to work outside normal business hours | E |
| Willingness to work flexibly in response to changing organisational requirements | E |
| Committed to continuing professional development | E |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_