

YMCA NORTH LONDON

JOB DESCRIPTION – PLAY WORKER / Casual PLAY WORKER

Responsible to: Childcare Manager/Childcare Supervisor

Location: Based at various out of schools sites (Rokesley Infant and Junior School and St Aidans Primary School)

Working Hours: Part time, Monday to Friday 2:45pm – 6:30pm, (term time) and 9:00 am – 6pm (school holidays). Flexibility is required

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.

Summary of YMCA North London

YMCA North London is a Christian organisation and part of a federated network of over 100 YMCAs in England. YMCA North London consists of two organisations:

YMCA North London (Hornsey) Housing Society Ltd is an exempt charity and registered provider regulated by the Homes and Communities Agency, providing housing and related services to homeless young people. The "Housing Society" is the largest direct access hostel in the London Borough of Haringey. We operate a 157-bed hostel for disadvantaged young adults between the ages of 18 and 30 with a pressing housing need.

YMCA North London (Hornsey) is a charity limited by guarantee, providing a range of community facilities including a fitness centre, childcare services, children's sports and recreational activities and community events etc). The fitness centre provides the opportunity for over 1,000 people to remain physically active. The childcare team offer a range of breakfast, after school and play scheme activities. Whilst the Harringay Club provides a range of activities, including gymnastics, ballet and dance.

Job Purpose

Playworkers assist the Childcare Club Leaders in providing a caring, secure environment for children of a wide age range, through individual attention and group activities. The Playworker will offer an appropriate range of leisure activities for children.

The postholder will be expected to make decisions within routine parameters of the job role, referring to the Club Leader where appropriate.

Duties and Responsibilities

Activity Planning

- Assisting with 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

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Liaison

- Supporting the development and maintenance of good relationships and communications with parents/carers
- Consulting with the children and involve them in the planning of activities
- Sharing good practice with other playworkers as needed

Supervision and care of children

- Ensuring that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
- 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

General

- Undertaking day to day administration, including day sheets, signing children in and out and recording information in the diary
- Carrying out building checks to ensure all sites are prepared ready to welcome children.
- Maintaining a clean and tidy environment
- Attending meetings as and when appropriate
- 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
- Undertaking other duties, of a similar professional nature and commensurate with the role, at the request of the Childcare Manager and/or Programme Director
- To help in the serving of meals and encourage healthy eating.

Additional

- Committed to working within a framework that encourages equality of opportunity and diversity
- Supportive of the Aims and Purposes of YMCA North London
- Flexible attitude to working
- Co-operate with any legal steps the organisation may take to fulfil its obligations under the Health and Safety at Work Act (HASAW).
- Committed to ensuring the safety and welfare of children, young people and vulnerable adults at all times
- Report any concerns relating to child protection or protection of vulnerable adults
- Uphold safe and efficient workplace policies and practices
- Undertake supervision and training

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- Maintain records, and compile monitoring data as requested

Person Specification

Knowledge/Education/Qualifications	Essential or Desirable
Completion of a full and relevant early years and childcare or Playwork qualification at Level 1 or above (e.g. NVQ Level 1 in Playwork, Level 1 Certificate for the Children and Young People's Workforce), or be working towards completion	D
Knowledge of Safeguarding Awareness	E
Current first aid at work certificate	D
Current driving licence	D
Experience	
Experience of Playwork with children aged 4-14 in a voluntary or paid capacity	D
Previous experience of Knowledge of the Early Years Foundation Stage and the Playwork Principles	D
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	D
Creativity to devise new ideas and engage the children in activities	E
Friendly and welcoming manner	E
Ability to work as part of a team	E
An understanding of and interest in, good quality child care and the principles of Playwork	D
Additional Job Requirements	
Willingness to work flexibly in response to changing organisational requirements	Essential
Committed to continuing professional development	Essential