

JOB DESCRIPTION

Post:	Playscheme Play Leader
Responsible for:	Designing and implementing educational support and play programmes for children in after school club / holiday play schemes
Hours:	Monday – Friday Term Time working in an after school club.
Other Benefits:	Subsidised childcare for staff children Paid holiday Excellent Training Opportunities Good Promotion Prospects

Purpose of Job:

Based in a club as the person in charge, overseeing all aspects involved in running a highly successful provision, responsible for a team of Play Assistants providing a high quality safe and caring play environment incorporating an individual educational programme. Reporting to the Area / Senior Area Manager responsible for your area.

Duties and Responsibilities:

- Assist in establishing and developing after school club for play and educational activities
- Ensure that play and learning provides opportunities which reflect cultural diversity of community
- Create an environment in which play occurs naturally and is appropriate to the age and ability of the children
- Ensure choices are created in a child-orientated environment with good standards of professional practice
- Assess, plan, evaluate and document programmes of education and play to encourage children's overall development
- Ensure children and parents/carers are inducted into the setting with relevant induction information and material provided
- Keep up-to-date with relevant child protection procedures, Health and Safety and The Children Act as well as Ofsted requirements
- Work as part of a team, to lead a team of staff and liaise with other outdoor agencies to raise the profile of Schoolfriend Clubs
- Work in partnership with the host school, teaching, administration and caretaking staff.
- Have a positive commitment to personal development through training
- Provide a caring and responsible service to parents and carers
- Prepare the scheme and staff for inspection
- Work within the agreed policies and procedures of the given handbook of instructions.

- Undertake administration duties as directed by the management team these will include:
 - Daily attendance records
 - Introduce prospective clients to the service, explaining policies
 - Booking children into service as appropriate
 - Ordering of materials and equipment with regional manager
 - Assessing suitability of equipment
 - Liaise with head teachers and your manager on evaluation and good practice
 - Maintain confidentiality
 - Attend meetings as required
 - Attend parent events to promote the club
 - Administer First Aid and record accidents/incidents in the appropriate place
 - To be flexible and undertake work related tasks or duties when necessary
 - To wear the uniform as provided

Person Specification: Play Leader

Essential

- Own Phone
- Minimum of 2 years Play or Early Years experience
- Good Level of communication skills
- Basic IT skills
- Knowledge and Awareness of Equal Opportunities practice
- First Aid and Child Protection Training
- Able to communicate with people at all levels, including Head Teachers, Parents and Children
- Knowledge of basic Behaviour Management
- Ability to work as part of a team
- Working knowledge of the 'Daycare Standards'

Desirable

- Car Driver/Owner
- Level 3 Childcare Qualification
- Knowledge or experience of working with Ofsted Inspection teams
- Experience of working with a Quality Assurance Scheme
- Basic Food Hygiene Training
- Access to computer, printer and fax machine