

# JOB DESCRIPTION

<b>Post:</b>	Qualified Play Leader
<b>Responsible for:</b>	Designing and implementing educational support and play programmes for children in after school club / holiday play schemes
<b>Hours:</b>	Monday – Friday Term Time working in an after school club, various hours to suit

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## **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.

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## **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**

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**Essential**

- Own Phone
- Minimum Level 3 Childcare Qualification
- Minimum of 2 years Play or Early Years experience
- Good Level of communication skills
- Basic IT skills and access to computer, printer and fax machine
- 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
- Knowledge or experience of working with Ofsted Inspection teams
- Experience of working with a Quality Assurance Scheme
- Basic Food Hygiene Training