JOB DESCRIPTION: After School Club Play Worker

Employer Hilldrop Area Community Association
Salary £10:75 per hour
Hours 15 hrs per week x 39 weeks pa
(Mon-Fri 3pm – 6pm)
Additional hours are available during the Holiday Play Scheme.
Post Supervised by: Play Project Manager

Our children and young people's requirements:
''Listen to and respect us at all times''
''Find ways to include us''
''Help us to have our say about everything that affects us''
''Find ways to show us when we are doing well''

DUTIES AND RESPONSIBILITIES

- Plan and deliver stimulating, creative, challenging and responsive play activities for all children appropriate to their level of ability, development and cultural interests, that are cost effective and good value for money.
- To operate within professional boundaries when developing and maintaining relationships with children and young people.
- To assist in preparing activities and materials in advance of the start of each session and ensuring all areas are left clean & tidy and equipment is stored safely at the end.
- To effectively communicate with parents, before and after sessions, and provide them with information and observations on the activities their children participated in.
- To ensure each child's personal hygiene and care needs are responsibly attended to as required.
- To assist in promoting Equal Opportunities for all children and parents who attend the After School Club or Holiday Play Scheme.
- To maintain strict confidentiality related to information held concerning children and their families.
- To take on lead areas of work under the direction of the Play Project Manager.
- To attend training days and meetings, and undertake continuous professional development as required.
- To carry out duties in accordance with HACA's Health and Safety Policies and adhere to all relevant guidelines and legislation, ensuring a safe environment for all employees and service users.
- To conduct daily risk assessments and monitor the use of play equipment and materials, reporting any hazards or defects.
- Assist in the promotion of the organisation as a charity and the delivery of the Play Project as a quality service.

ADDITIONAL:

- To use IT systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes, and personal appraisal targets, as agreed by the line manager.

- To ensure that duties are undertaken with due regard and compliance with the General Data Protection Regulation and other legislations.
- To carry out all responsibilities and duties outlined within the framework of Hilldrop Area Community Associations Equal Opportunities Policy.

PERSON SPECIFICATION

The person specification lists the skills, knowledge and experience required to carry out the job and will inform the shortlisting process.

You should demonstrate on your application form how you meet the following criteria.

	ESSENTIAL CRITERIA
E1	Candidates must have experience of play work in a diverse inner city setting.
E2	Candidates should be qualified to level 2 or above in play work or equivalent and understand the value of play in children's development.
E3	Candidates must have experience and demonstrate that they understand, and can implement, the early year's foundation stage.
E4	Candidates must have experience of, and demonstrate their understanding of the importance of, recording outcomes when planning and delivering their work.
E5	Candidates must be able to empathise and support children and young people with clear professional boundaries
E6	Candidates must demonstrate an understanding of developing inclusive and exciting play activities.
E7	Candidates should be aware of and demonstrate commitment to Hilldrop Area Community Association's Equal Opportunities Policy and work to positively promote equality and diversity in their work with children and young people.
E8	Candidates must demonstrate an understanding of Health and Safety requirements when working with children, including Child Protection and Safeguarding procedures and protocols.
E9	Candidates must be able to support children in their active involvement and participation in the Play Project.
E10	Candidates must demonstrate the ability to work and communicate effectively within a team.
E11	Candidates must demonstrate basic numeracy, literacy and I.T. skills in order to carry out administration duties (for example report writing).
E12	This post requires a Disclosure and Barring Service (DBS) check and 2 suitable references received before any engagement
	DESIRABLE CRITERIA
D1	A level 3 qualification in early years

Management reserves the right to change or amend both job title and specific duties as required in order to meet changes in the organisation's business.