

# The Heath Family (NW)

## Job Description

<b>Post Title</b>	Play Leader
<b>Hours</b>	10.75 hours per week, Term Time Only, Permanent
<b>Salary</b>	National Joint Council (NJC) Scale Point 2 £5,811 (FTE £23,656)
<b>Accountable to:</b>	THFNW Trust Board / Head Teacher / Afterschool / Before School Manager
<b>Line Manager:</b>	Afterschool / Before School Manager
<b>Accountable for:</b>	Schools
<b>Overall purpose of the post:</b>	
As a play leader you will be responsible for ensuring a fun, active, stimulating, and safe place for children of the club to freely play as well as leading specific activities; adapting your skills and experience to work with different age ranges throughout a session. Reporting directly to the After / before school manager.	
<b>Principal Duties and Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Adhere to process and procedures whilst the children in your in your care are continually having a fun, stimulating and safe time.</li> <li>• Encouraging and leading the children to get outside and take part in physical activity.</li> <li>• Providing comprehensive care for the children including collecting them from school and delivering them safely to parents / carers or to their class teachers.</li> <li>• Assist with planning and delivery of activities with structure and enthusiasm, encouraging maximum participation.</li> <li>• Setting up the play space including moving furniture and play equipment.</li> <li>• Manage the exchange of all relevant information on the children to management.</li> <li>• Providing refreshments and ensuring that hygiene, health, and safety standards are met.</li> <li>• Administering first aid when necessary.</li> <li>• Consulting with children and involving them in planning activities.</li> <li>• Helping with club administration, where necessary.</li> <li>• Facilitating good communication with all members of the organisation, parents, and schools.</li> <li>• Undertaking appropriate and relevant training.</li> <li>• Keeping the work environment healthy, safe, and secure.</li> <li>• Working within the framework of the clubs' policies and procedures.</li> <li>• Ensuring that all activities, equipment, and the setting are safe with the relevant risk assessments undertaken.</li> <li>• Packing away equipment used in the session and cleaning the area and kitchen.</li> <li>• Kit / equipment maintenance and safety checks.</li> <li>• Snack preparations / cooking and washing up and cleaning kitchen.</li> <li>• Actively contribute to the reviews and appraisals systems for own development.</li> </ul>	
<b>Requirements:</b>	
<ul style="list-style-type: none"> <li>• Enthusiastic and organised with excellent communication skills and good use of initiative.</li> <li>• Flexible, team player willing to take on various tasks as required.</li> <li>• Experience of working with 4- to 11-year-olds.</li> <li>• Understanding the varied needs of children and their families.</li> <li>• Understanding the issue involved in the delivery of Quality play care and activity sessions.</li> </ul>	

<ul style="list-style-type: none"> <li>• Understanding the issues of equal Opportunities.</li> <li>• Providing and facilitating safe and creative play inside and outside.</li> <li>• Good Communication skills</li> <li>• Sound Judgment and common sense.</li> <li>• Food Hygiene, first aid and relevant qualifications is preferred.</li> </ul>	
<b>Special Features</b>	N/A
<b>Supplementary Support</b>	<p>a) Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.</p> <p>b) Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.</p> <p>c) Contribute to the overall ethos/work/vision and values of The Heath Family (NW)</p> <p>d) Attend and participate in meetings outside of normal working hours.</p> <p>e) Participate in training and other learning activities as required.</p> <p>f) Recognise own strengths and areas of expertise and use these to advise and support others.</p> <p>g) Other duties agreed from time to time by the post holder with their Line Manager.</p> <p>h) Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.</p>
<b>Notes:</b>	This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

<b>PERSON SPECIFICATION – Play Leader</b>		
<b>CATEGORY/ITEM</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications, Knowledge &amp; Experience</b>		
• Recognised childcare qualification (NVQ 3 or equivalent);		X
• A current first aid certificate or a willingness to undertake training for this qualification.	X	
• Experience in an early year’s environment.		X
• Experience of managing play staff.		X
• Understanding of child protection procedures and the ability to use these in practice.	X	
• Demonstrate and understanding and commitment to equality and diversity.	X	
• Competent in the use of Microsoft Office applications including Excel and Word		X

<ul style="list-style-type: none"> <li>• Experience of working in a school or other educational setting.</li> </ul>		X
<b>Skills, Abilities and Personal Qualities</b>		
<ul style="list-style-type: none"> <li>• Ability to work as a member of a team.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to work on own initiative.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to communicate effectively in person and writing.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to relate well to young children and their parent/carers.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to plan and deliver activities appropriate to an individual child's needs.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• To be able plan, prove and facilitate safe, creative play.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity, and reputation of the school.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to work under pressure and prioritise effectively.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Embraces change well.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Deals with difficult situations effectively.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Able to work flexibly and out of school hours as required.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Be reasonably fit to carry out the duties of the job.</li> </ul>	X	
<b>Suitability to work with children</b>		
<ul style="list-style-type: none"> <li>• Enhanced DBS clearance is required for this position</li> </ul>	X	