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| **Department** | **DEPARTMENT OF PEOPLE** |
| **Job Title** | **SENIOR playworker** |
| **Grade** | **grade 5** |
| **Primary Purpose of Job** | To provide good quality, inclusive, safe play/care schemes across the borough. |
| **Reporting To** | Area Team Leader / Operations Manager |
| **Responsibilities** | 1. To provide day to day operation of after school care and holiday care schemes in accordance with agreed policies / Ofsted regulations1. 2. Day to Day operation of evening/weekend sessions to include Junior Youth Clubs 9-12 years.

3. Supervise, manage and develop a staff team. |

**Main Duties**

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| **1** | To provide day to day planning and supervision of play/care/positive activities sessions that meet children needs and health and safety requirements as necessary. |
| **2** | To prepare healthy snacks for the children and escort them to and from school (where before-school care is offered). |
| **3** | To be responsible for the collection and banking of monies, including fees, trip money and residential money, as well as the operation of a petty cash system. |
| **4** | To provide high quality, creative, appropriate opportunities in a safe and child-centred environment and via a Children’s Rights Based approach. |
| **5** | To provide support and care within a safe and secure environment for children with specific additional requirements eg autism, ADHD or a physical disability, after appropriate training. |
| **6** | To be responsible for planning high quality activities in line with Ofsted standards and be the nominated ‘fit’; person to meet Ofsted requirements. |
| **7** | To oversee the day to day administration, record keeping, ordering and purchasing materials and equipment, financial control and stock control for the scheme. |
| **8** | To supervise, manage and develop the Playworkers and volunteers on a day to day basis and work as part of the Play Service. |
| **9** | To encourage parental and community involvement and support for the schemes, and participate in events to raise the profile of the service. |
| **10** | To have a basic knowledge of computer systems, especially Word and Excel. |

**11** To support the development of the scheme, including striving to achieve positive outcomes for children and young people.

**12** To accompany children on occasional overnight residentials as and when required, being aware at all times of the children’s safety and well-being.

**13** To liaise with parents, schools and other agencies in order to promote the scheme and ensure the children/young people’s well-being.

**14** To attend meetings as a representative of the scheme, as and when appropriate.

**15** To take responsibility for council and other partners buildings as required including ordering, maintenance requests, basic cleanliness and security.

**16** To administer first aid as appropriate.

**17** To ensure schemes are fully inclusive and all children/young people are encouraged to participate.

18 To facilitate appropriate liaison with parents and other appropriate agencies.

19 To wear a uniform (if provided) and identification when working with children/young people.

20 To drive the mini bus as directed.

21 To work flexibly prioritising afternoons, evenings and some weekend work. This post involves working flexibly over 5 days out of 7 in a normal wee and to carry out other duties as may reasonably be required by the scope and nature of the post.

22 To ensure that premises and equipment are kept in a clean and safe condition and to be responsible for security when necessary, in line with Health & Safety Legislation.

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| **Date Job Description prepared/updated:** | **Carla Lord 15.02.2017** |
| **Job Description prepared by: Chris McIver** |  |



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| **Department** | **children’s services** |
| **Job Title** | **SEN playworker** |
| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Understanding of child development and the importance of play. | Application Form / Interview |
| 2. | Ability to provide and facilitate appropriate and creative play activities in a child centred environment. | Application Form / Interview |
| 3. | Understanding of good quality childcare and how to care for children in a sensitive and responsible way in line with Ofsted standards. | Application Form / Interview |
| 4. | Ability to deal with difficult situations in a confident and responsible manner, in line with Bolton Council Policies. | Interview |
| 5. | Ability to respond to and meet children’s individual needs and rights and build appropriate relationships with them and their carers. | Application Form / Interview |
| 6. | Accurately record and process information. | Application Form / Interview |
| 7. | Ability to motivate a team of playworkers | Application Form / Interview |
| 8. | Ability to deal with monies including knowledge of financial procedures | Application Form / Interview |
| 9. | Ability to communicate clearly at all levels verbally, in writing and electronically. | Application Form / Interview |
| 10. | Ability to Work on own initiative | Application Form / Interview |
| 11. | Awareness of Health & Safety at Work | Interview |
| 12. | Understanding of and ability to work with children with behavioural difficulties, SEN/disabilities. | Application Form / Interview |
| 13.  | **Competencies** – Please note the council’s corporate competencies which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Evidence of a professional qualification at NVQ Level 3 or higher in Playwork or childcare related field | Application Form / Interview |
| 2. | Minimum of 2 years post qualifying experience of staff management | Application Form / Interview |
| **3. Work Related Circumstances** |
| 1. | Willingness to undertake appropriate training linked to the Council’s Performance Development Review | Interview |
| 2. | Ability to work flexible hours where required including evenings and weekends | Interview |
| 3. | This post is subject to an enhanced disclosure from the Disclosure and Barring Service | Application Form / Interview |
| 4. | Minimum age 18 years | Application Form / Interview |
| 5. | Ability to travel effectively around the borough | Application Form |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Evidence of a professional qualification at NVQ Level 3 (or above) Playwork qualification | Application Form / Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Experience of working with children with challenging behaviour | Application Form / Interview |
| 2. | Experience of working with children and young people aged 10 and above | Application Form / Interview |

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| **Date Person Specification prepared/updated:** | **Carla Lord 01.06.2017** |
| **Person Specification prepared by: Chris McIver**  |  |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.