

## **Job Description – OUT OF SCHOOLS PLAYWORKER**

**Department:** Childcare

**Responsible to:** Out of Schools Club Leaders

**Responsible for:** No direct reports

**Location:** Various locations within Crouch End

*It is the organisation's intention that this job description is seen as a guide to the major areas and duties for which the employee is accountable. However, the employee's obligations are bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definite and exhaustive statement.*

### **Summary of YMCA North London**

YMCA North London is a Christian organisation and part of a federated network of over 100 YMCAs in England. YMCA North London consists of two organisations:

North London (Hornsey) Housing Society Ltd is an exempt charity and registered provider regulated by the Homes and Communities Agency, providing housing and related services to homeless young people. The "Housing Society" is the largest direct access hostel in the London Borough of Haringey. We operate a hostel for disadvantaged young adults between the ages of 18 and 35 with a pressing housing need.

North London (Hornsey) is a charity limited by guarantee, providing a range of community facilities including a fitness centre, childcare services, children's sports and recreational activities and community events etc). The fitness centre provides the opportunity for over 1,000 people to remain physically active. The childcare team offer a range of breakfast, after school and play scheme activities. Whilst the Haringay Club provides a range of activities, including gymnastics, ballet and dance.

### **Job Purpose**

Playworkers assist the Club Leaders in providing a caring, secure environment for children of a wide age range, through individual attention and group activities. The Playworker will offer an appropriate range of leisure activities for children at the childcare provisions at the breakfast clubs, after school clubs and playschemes.

The postholder will be expected to make decisions within routine parameters of the job role, referring to the Club Leader where appropriate.

### **Key Duties and Responsibilities**

#### **1. Activity Planning**

- a) Provision of safe, creative, appropriate play opportunities and preparation of activities
- b) Preparing activities, organising programmes/ themes and arranging equipment
- c) Ensuring that all activities are inclusive for all children to take part in

## **2. Liaison**

- a) Supporting the development and maintenance of good relationships and communications with parents/carers
- b) Consulting with the children and involve them in the planning of activities
- c) Sharing good practice with other playworkers as needed

## **3. GDPR and Data Protection**

- a) Maintaining the integrity of all personal data; protecting personal data from breaches and maintain the confidentiality of personal data
- b) Reporting any data breaches promptly to your line manager

## **4. Supervision and care of children**

- a) Undertaking day to day administration of the provision including day sheets, signing children in and out and recording information in the diary
- b) Providing full care for the children including delivering the children to and from school and safe delivery to parents/carers/guardians
- c) Helping with meal service
- d) Ensuring that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
- e) Ensuring that risk assessments are completed prior to commencing activities with children;
- f) Actively promoting and supporting the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe policies and procedures to keep children safe from harm
- g) Ensuring the Setting offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development
- h) Ensuring children are collected in strict accordance with the Child Collection Policy
- i) Ensuring confidentiality within the Setting at all times

## **5. General**

- a) Cleaning and maintaining play equipment, putting it away safely at the end of each session; Identifying broken or unsafe equipment, reporting it to the Out of Schools Childcare Manager
- b) Undertaking day to day administration, including day sheets, signing children in and out and recording information in the diary
- c) Carrying out checks to ensure all sites and facilities are prepared ready to welcome children
- d) Maintaining a clean, tidy and safe environment
- e) Attending meetings as and when appropriate
- f) Promoting the aims and objectives of the setting which includes participating in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
- g) Ensuring that the setting offers the highest standard of physical and emotional care and health and safety at all times
- h) Carrying out all work within agreed YMCA North London policies and procedures
- i) Undertaking other duties, of a similar professional nature and commensurate with the role, at the request of the Club Leader/Out of Schools Childcare Manager

## **6. Additional**

- a) Behaves ethically and acts with integrity
- b) Demonstrates sensitivity and tact, diplomatic
- c) Encourages and demonstrates openness and honesty in dealings with others
- d) Working within the ethos and values of the organisation and be an ambassador for the YMCA in all external dealings
- e) Complying with all internal policies & procedures and the standards of behaviour as developed and issued to all employees
- f) Contributing to organisational initiatives and change programs
- g) Undertaking other duties of a similar professional nature and commensurate with the role as requested
- h) Report any Safeguarding concerns to the appropriate individual and awareness of safeguarding procedures

## **Behavioural Competencies**

### **1. Builds Relationships**

- Use good listening skills to build rapport and establish credibility
- Interacts well with people, shows commitment to working in partnership within a team and projects enthusiasm
- Shows commitment to working with service users to maintain good working relationships
- Uses active listening skills to support and build rapport
- Work in partnership to focus on common goals to achieve success

### **2. Communication & Influence**

- Able to explain ideas and concepts clearly and concisely
- Promotes good communication both internally and externally
- Shows respect and takes into account the feelings of others
- Checks understanding of key messages with recipients
- Use good listening skills to build rapport and establish credibility
- Acts as an ambassador for the organisation

### **3. Customer Service & Community Focus**

- Seeks to understand the needs of the customer/client and works to promote a culture that values equality and diversity to deliver services with equal access
- Works as part of a team, actively follows up on enquiries, requests and complaints
- Takes personal responsibility for customer service, ensures service delivery is in line with internal policies in a friendly manner
- Honest and straightforward and treats everyone with fairness, respect and professionalism
- Seeks to receive feedback on individual approach from customers and colleagues

## Person Specification

Requirement	Essential	Desirable
<b>Knowledge</b>		
K1. Knowledge of safeguarding policies and procedures	✓	
K2. Completion of a full and relevant early years and childcare or Playwork qualification at Level 1 (e.g. NVQ Level 1 in Playwork, Level 1 Certificate for the Children and Young People's Workforce), or be working towards completion		✓
K3. Knowledge relevant to role of engaging play strategies	✓	
<b>Aptitude</b>		
A1. Good verbal communication	✓	
A2. Positive approach, adaptable to change	✓	
A3. Able to represent the organisation externally	✓	
A4. Able to work as part of a team of childcare workers	✓	
A5. Able to deliver good child care service	✓	
<b>Skills</b>		
S2. Interpersonal skills, able to communicate effectively with a wide range of customers, adults and children	✓	
S3. Able to work as part of a team	✓	
<b>Experience</b>		
E1. Track record of providing engaging and safe children's play activities	✓	
<b>Education</b>		
Q1. Secondary School Education	✓	
Q2. Current First Aid at Work Certificate		✓
Q3. Evidence of recent relevant training	✓	
<b>Christian Ethos</b>		
V1 Willing and able to work within the Christian Ethos of YMCA North London	✓	
<b>Personal Qualities</b>		
P1 Able to present self and work effectively	✓	
P2 Personal & professional honesty and integrity	✓	
<b>Equality and Diversity</b>		
O1. An understanding of Equality and Diversity issues	✓	
O2. Commitment to implementing Equality and Diversity policy	✓	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Name