

## JOB DESCRIPTION

Job title:	Out of School Playworker
Responsible to:	Out of School Club Leader
Staff reporting:	<i>N/A</i>
Location:	Any one of the organisation's premises as allocated, working across all sites as required
Hours:	_____ hours per week over ____ days
Status:	Permanent
Pay & grade:	Grade ____ £ _____ (Full-time pay) £ _____ (Pro-rata)

### Context

YMCA London City and North (YLCAN) is an independent charity that is affiliated to the YMCA movement. We work across some of London's most deprived boroughs in Islington, Haringay, Tower Hamlets, Newham, Barnet and Hackney as well as the City of London. Over 600,000 young people call our area of London home.

Young people are at the centre of all we do. Our vision is for a society where they are equipped to create a future of their choosing. We collaborate with them so that they make informed choices through access to accommodation, youth services and community engagement.

Over 150 years we have helped tens of thousands of young people. Today, at any one time we accommodate over 400 young people who are experiencing homelessness and we positively impact the lives of thousands.

Our core values include mutual respect for individuals with different cultures, beliefs, and perspectives; encompassing diversity and inclusion; equality of opportunities and accessibility.

Our services for young people and communities in London also include Youth Hubs, Community Outreach and Child Care. Our Crouch End and London Marathon Fitness Centres provide a strongly community orientated, inclusive gym environment, where people support each other to achieve their fitness goals.

### 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.



## **Duties and responsibilities**

### **Activity Planning**

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

### **Liaison**

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

### **GDPR and Data Protection**

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

### **Supervision and care of children**

- Undertaking day to day administration of the provision including day sheets, signing children in and out and recording information in the diary
- Providing full care for the children including delivering the children to and from school and safe delivery to parents/carers/guardians
- Helping with meal service
- Ensuring that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
- Ensuring that risk assessments are completed prior to commencing activities with children;
- 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
- 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
- Ensuring children are collected in strict accordance with the Child Collection Policy
- Ensuring confidentiality within the Setting at all times

### **General**

- At all times ensure a compassionate, professional and efficient public image for the charity.
- Participate in 1-2-1, annual review, and learning and development and take personal responsibility for maintaining the knowledge and skills required for the role.
- Participate in our public facing and team building events.
- Take responsibility for ensuring your own health and safety and that of others who may be affected by your acts and omissions. Report any health and safety risks to your manager.
- Be familiar with and attentive to safeguarding requirements. Report any safeguarding concerns to the assigned Safeguarding Officer.
- Demonstrate commitment to equality, diversity and inclusion in your work.
- Work within the policy frameworks and adhere to the terms in the employee handbook.
- Committed to a framework that encourages equality of opportunity and diversity



- Ensuring they do not compromise the health and safety of others and themselves in the workplace; taking reasonable care for the health and safety of his/herself and of other people who may be affected by act or omissions at work
- Undertake supervision and training
- Maintaining record, and compile monitoring data as requested
- Ensuring that work that should be undertaken by a suitable qualified professional is not undertaken without the proper checks
- Undertaking other duties as requested by their line Manager

### **Dimensions**

The working pattern is set between the postholder and line manager. Regular 1-2-1 meetings will take place with the line manager.

### **Scope and limits of authority**

As Recreational Assistant you will be accountable for the quality of customer service delivered to people using or visiting the centre or other community based sites.

You will also be responsible for ensuring deliver own tasks in a timely and professional manner to the required standards.



**PERSON SPECIFICATION**

<b>Knowledge, Qualifications and Experience</b>	<b>Essential</b>
Knowledge of safeguarding policies and procedures	✓
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	
Knowledge relevant to role of engaging play strategies	✓
<b>Aptitude</b>	
Good verbal communication	✓
Positive approach, adaptable to change	✓
Able to represent the organisation externally	✓
Able to work as part of a team of childcare workers	✓
Able to deliver good child care service	✓
<b>Skills and Abilities</b>	
Interpersonal skills, able to communicate effectively with a wide range of customers, adults and children	✓
Able to work as part of a team	✓
<b>Experience</b>	
Track record of providing engaging and safe children's play activities	✓
<b>Education</b>	
Secondary School Education	✓
Current First Aid at Work Certificate	
Evidence of recent relevant training	✓
<b>Personal Qualities</b>	
Able to present self and work effectively	✓
Personal & professional honesty and integrity	✓
Willing and able to work within the Christian Ethos of YLCAN	✓
An understanding of Equality and Diversity issues	✓
Commitment to implementing Equality and Diversity policy	✓

