



Job Description: Playscheme Play Leader

Job Purpose: To plan, organise, deliver and evaluate inclusive activities for children attending the Easter and Summer playscheme

Responsible to: Play Scheme Manager, Supporting the Chairperson and directly accountable to the Management Committee

Line Manager to: All paid staff and volunteers in support of the Play Scheme Manager

Hours: During playscheme: On site 9am to 4pm (including 30 mins unpaid for lunch)
6 days at Easter and 16 days during the summer holidays.
Additional hours may need to be worked in the lead up to each scheme: approx. 15 hours across the two playschemes

Salary: £9.70 per hour + holiday pay

Location: St Francis School, Patchway Drive, Oldbury Way, Fareham, PO14 3BN

Overall Purpose:

- To be responsible for the planning and provision of daily activities ensuring they are safe, fun, interactive and accessible to all children aged 2-19 years old who attend playscheme.
- To support the Playscheme Manager with overall site management and delivery of the LUPS Playscheme.
- To provide a welcoming, stimulating and safe play environment for young people attending LUPS.
- To provide unobtrusive management and supervision of the daily activity within the scheme.
- To work alongside the Senior play workers, committee and trustees in providing resources and activities for LUPS, liaising with community partners, evaluating the scheme and participating in future planning.



Main Duties:

1. To plan, deliver, organise and evaluate all activities for the children in providing accessible play, cultural and leisure activities.
2. To create and manage a play environment where young people can make choices, access a range of resources and be supported by a responsive and adaptable approach to their play.
3. To provide line management, supervision and leadership to all LUPS staff and volunteers in support of the play scheme Manager.
4. To oversee the setting up of environments prior to the children's arrival and monitor throughout the day.
5. To have an understanding and appreciation of the role of the playworker.
6. To assess and manage risk in the play and leisure opportunities delivered through a robust and considered approach to risk benefit assessments.
7. To ensure that the LUPS scheme is managed effectively through the implementation of policies and procedures for provision in accordance with best practice, health and safety and safeguarding.
8. To manage the administration of the scheme including keeping daily records to ensure the welfare of all young people and effective coordination of the scheme.
9. To provide overall leadership in managing and promoting positive behaviour of young people.
10. To work in partnership with and ensure effective communication with the Leisure Development Team and the school facilities management staff.
11. To communicate with staff and parents effectively to ensure the welfare of all young people attending the scheme.
12. To participate in safeguarding, first aid, LUPS training and induction prior to the start of the scheme.
13. To support with Staff training and development, providing support and mentoring as required.
14. It is in the nature of work with young people that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are expected to work in a flexible way when the occasion arises.



Management Duties:

- You are required to contribute to the safe working environment of employees, and public by ensuring that health and safety is effectively planned, organised, controlled and monitored within the scope of your responsibilities and to seek appropriate specialist advice through your line manager.
- You are responsible for ensuring that the spirit and specific obligations placed on all staff by LUPS Equal Opportunities Policy are met by staff for whom you are responsible. Where you are aware of potential breaches to this Policy then you must either, take action directly or seek advice from your line manager.
- As a Play Leader you are responsible, in the first instance, for the welfare of your staff whilst at work. Changes in an employee's performance, attitude, attendance etc should be raised confidentially with the employee and action, as necessary, agreed in support of the Manager
- You are required to Lead inclusive activities, motivating children and staff to interact and participate, encouraging and mentoring other staff to organise activities in a safe and interactive environment.

Training and Development:

Training and development opportunities will be provided as required prior to the scheme and future training will be available as identified and appropriate.

Closing date: 5pm Monday 2 July 2018

Interviews: to be held during the week of 09 July 2018

Start date: Week commencing 23 July 2018

Please send your CV and covering letter to Ian Wilson (Chairperson) Email: ian@lups.co.uk

Address: 27 Clarendon Crescent, Titchfield Common, Fareham, PO14 4RE



Criteria	Assessment Method (A, I, T or P)*	Essential or Desirable
Qualifications and Training		
NVQ Level 3 or equivalent in a play work, working with children related, youth related or teaching discipline.	A I	E
Safeguarding Children	A/I	E
First Aid	A/I	D
English GCSE or equivalent qualification/ excellent written English / literacy	A	E
Knowledge and Experience		
Have a working knowledge and minimum of two years direct experience of working with young people or children.	A/i	E
An understanding of the Playwork Principles	A/I/	E
An understanding of the importance of creating play environments which are child or young people led.	A/I/	E
Experience in coordinating and planning play opportunities	A/I	D
Experience of working with local communities.	A/I/	D
An understanding and appreciation of the differing needs and abilities of young people and children.	A/I	D
An understanding of inclusion in children and young people's activities.	A/IP	E
An understanding of the Every Child Matters Framework	A/I	D
Experience of managing a team of staff.	A/I	D
Skills		
Ability to communicate effectively and appropriately both verbally and in writing with a range of people including: children, parents and members of staff.	A/I	E
Ability to work under pressure and adapt to changing priorities	A/I	E
Experience and confidence in using a range of computer programmes, including Microsoft Office or similar product.	A/I	E
Ability to lead on the creation and delivery of innovative play opportunities for children and young people.	A/I/P	E
Ability to work alone but also to work with and motivate others in the team.	A/I	E
Personal Qualities		
Fun approach to inspiring children's play	A/I/P	E
Ability to relate to a wide range of people.	I	E
Adaptable and willingness to embrace challenges.	I	E
Special Requirements		
Enhanced Disclosure and Barring Service (DBS) Clearance (Post exempt from the Rehabilitation of Offenders Act 1974)	DBS	E
Prior knowledge and understanding of children/young people with a disability and/or additional needs	A/I	E
Prior knowledge/connection with LUPS	A/I	D

A = Application Form
T = Skills based test

I = Interview
P = Presentation