

Job Description

Post Title: Senior Playworker

Reporting To: Playscheme manager

Staff Supervised: Playworkers
NVQ candidates

BASIC OBJECTIVES OF POST

Main purpose of the job:

1. To provide high care and stimulation for all children attending playscheme
 2. To support the co-ordination of the smooth running of the project and to support and direct other staff as appropriate
 3. To deputise for the Playscheme manager/s when required
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Duties and responsibilities:

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- Plan play opportunities for children and create programmes of activities
- Provide opportunities for children to develop individually through play
- Provide opportunities for children to develop socially through play
- Take part in play with children
- Bring play opportunities to an end effectively
- Contribute to positive relationships with children
- Encourage children's positive behaviour
- Respond positively to children's unwanted behaviour
- Develop positive relationships with parents and carers
- Provide and plan a play environment which meets children's needs
- Promote positive images through the play environment
- Maintain children's safety during play
- Ensure the safety of the play environment
- Respond to injuries and signs of illness
- Follow emergency procedures
- Promote children's personal safety outside the play environment
- Take part in outings and trips
- Help children to protect themselves from abuse
- Identify possible signs of abuse

- Respond to a child's disclosure of abuse
- Report possible abuse to designated child protection playworker
- Contribute to the control of resources
- Supervise travel appropriately
- Contribute to the maintenance of children's personal hygiene
- Provide food and drinks for children in line with Mapalim policy
- Be aware and follow at all times Mapalim's policies and procedures
- Contribute to evaluating own practice
- Contribute to evaluating and improving the work of Mapalim
- Help make people aware of the benefits and opportunities at Mapalim by taking part in promotional activities as directed by playscheme management
- Establish and maintain effective working relationships with other organisations and individuals
- Undertake joint initiatives with other organisations and individuals
- Contribute to the work of the team
- Provide support to other colleagues
- Respond positively to conflict in the team
- Process financial transactions according to Mapalim procedures
- Maintain records of information according to Mapalim policies and procedures
- Make recommendations for the use of resources
- Co-ordinate the effective use of resources
- Plan the work of the team and individuals within the team
- Assess the work of the team and provide feedback to the team
- Support the work of the team and individuals to achieve the overall objectives
- Contribute to the development of teams and individuals
- Support and contribute to appraisals and supervisions with the team as required
- Gather information required and inform and advise others (manage information for action)
- Organise travel for children, staff and equipment

Personal Development

- To maintain up-to-date knowledge and skills within the area of work Mapalim is functioning
- To actively seek to develop skills and knowledge in new areas to support your job role
- To attend training and development activities as recommended by Mapalim playscheme Management
- To attend training and development activities as recommended by your line manager

Person Specification

- Reliable
- Punctual
- Extensive Experience of working with children
- Readiness to learn and develop new skills
- An solid foundation in understanding children needs and development

- Excellent team work skills
- Adaptable and Flexible
- A qualification relevant to the job role (Eg. NVQ 2/3 Playwork, Early Years, NNEB, PGCE (with QTS), Bed, Youth Work Qualifications)