**JOB PROFILE**

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| **POST:** | Play Worker |
| **SALARY:** | £9.00 per hour |
| **HOURS:** | 16 hours per week |
| **RESPONSIBLE FOR:** | No direct reports |
| **DURATION:** | Fixed Term until 31st March 2020 (possible extension subject to continued funding) |

**JOB PURPOSE:**

The post holder will be responsible for the delivery of quality play sessions to children who have lived in family environments where domestic abuse was present. The post holder will be responsible for ensuring the play sessions meet the requirements of the Play Work Principles and Early Years Foundation Stage.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Lead on the delivery of quality play sessions in refuge and community buildings for children who have lived in a family environment where domestic abuse was present.
2. Ensure play sessions meet the requirements of the Play Work Principles.
3. Prepare the indoor and outdoor play areas for sessions including the preparation of activities identified through planning.
4. Maintain a quality provision within the play room and outside areas and ensure there is the highest standards of cleanliness and safety of play equipment.
5. Ensure that play equipment is kept clean and well maintained.
6. Contribute to the implementation of Early Help Assessments within the organisation.
7. Assume responsibility for the safety and welfare of all children under their supervision and report any safeguarding concerns to line manager immediately.
8. Contribute to regular monitoring of the Children’s Service for the purpose of meeting the monitoring requirements of the Play Fund Contract and any future successful funding bids.
9. Input necessary information into the play session case management system and keep these up to date and accurately recorded.
10. Contribute to effective service user involvement activities by involving children and parents in an imaginative and creative manner in order to ensure the continued development of PTMWA services.
11. Maintain a safe working/living environment within all PTMWA premises by undertaking routine property risk assessments, health and safety checks, inspections as appropriate and crisis management.
12. Follow strict PTMWA confidentiality procedures for all service users and their families.

**GENERAL:**

1. To identify own training and development needs and participate in all training courses relevant to PTMWA commitment to providing high quality services.
2. To work at all times with due regard to the policies and procedures of PTMWA, including financial regulations, participating in their development and amendment where required.
3. Willingness to work outside normal working hours including evenings and weekends and to participate in promotional, fundraising and income generating events, activities and any other duties as may be reasonably required by the organisation.

**OTHER:**

1. The post is subject to a DBS disclosure which will be carried out at appointment of a candidate.
2. This post is subject to completion of a six month probationary period.
3. Must be mobile to visit sites and work across the whole city as required.
4. Post is open to women only under the Equality Act 2010, schedule 9, part 1

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL/**  **DESIRABLE** | **ASSESSED** |
| **EDUCATION/QUALIFICATION** | | |
| Play work/childcare qualification Level 3 | **D** | Application Form |
| Paediatric First Aid Qualification and Food Hygiene Certification | **D** | Application Form |
| **EXPERIENCE** | | |
| Relevant and significant experience of working in the childcare and early education sector. | **E** | Application Form/  Interview |
| Experience of working with service users and children who have experienced domestic abuse. | **D** | Application Form/  Interview |
| Experience of planning and developing age appropriate activities for children and young people aged 6-18. | **D** | Application Form/  Interview |
| Experience of working in a fast paced environment with the ability to prioritise work and use own initiative. | **E** | Application Form/  Interview |
| **KNOWLEDGE AND UNDERSTANDING** | | |
| Sound understanding of child development and special needs. | **D** | Application Form/  Interview |
| A good level of understanding of the impact of domestic abuse on individuals and families. | **D** | Application Form/  Interview |
| Understanding and awareness of child protection, and safeguarding. | **E** | Application Form/  Interview |
| Good understanding of confidentiality and appropriate personal/professional boundaries. | **E** | Application Form/  Interview |
| Understanding of Play England’s Playwork Principles. | **D** | Application Form/  Interview |
| **SKILLS AND ABILITIES** | | |
| Ability to work in a non-directive and empowering way with children and young people enabling them to regain independence. | **E** | Application Form/  Interview |
| Ability to work with children, young people and their mothers to develop their relationships | **D** | Application Form/  Interview |
| Ability to work effectively with partner agencies to obtain appropriate outcomes for service users. | **D** | Application Form/  Interview |
| Ability to prepare and present reports in a professional, concise and meaningful manner. | **E** | Application Form/  Interview |
| Good level of numeracy, literacy, report writing and IT skills. | **E** | Application Form/  Interview |
| **OTHER** | | |
| Commitment to equal opportunities and anti-discriminatory practice. | **E** | Application Form/  Interview |
| Willingness to undertake training and a commitment to continuous personal development. | **E** | Application Form |
| Willingness to work flexibly and able to travel to different sites and venues. | **E** | Application Form |

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| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:** |  | **Date:** |  |