

# YMCA TRINITY GROUP

## **JOB DESCRIPTION**

**Job Title** Play Worker (Sessional)

**Responsible to** Holiday Club Coordinator

**Working relationships**

- CEO, Deputy CEO, Director of Programmes, Childcare Programme Manager, Childcare Manager, Deputy Childcare Manager, Room Leader, Deputy Room Leader, Early Years Educators, Apprentices
- YMCA Trinity Group staff, students and volunteers
- Suffolk County Council, Ofsted, external agencies, children and young people and their families and the wider community

**Job purpose**

- Provide access to a variety of play and youth activities for children and young people.
- Assist the programme team in providing a caring, safe, stimulating environment in order for children and young people to explore, grow, inspire, have fun and meet their full potential.
- Adhere to YMCA Trinity Group policies and procedures.
- To comply with all H&S, EYFS, OFSTED legislation and requirements.

**Main tasks**

The post holder will:

- Assist the programme in securing and sustaining OFSTED registration.
- Organise and implement a range of age appropriate activities that will engage and stimulate the children, creating safe and creative play opportunities.
- Participate in the planning of activities.
- Be responsible for maintaining effective communication and encouraging and developing a team environment.
- Promote the inclusion and acceptance of all children and young people within the programme.
- Promoting positive behaviour, values and attitudes, dealing with any conflict and incidents in line with YMCA Trinity Group policies and procedures.
- Support children and young people to recognise and respond to their individual needs, whilst encouraging them to interact and play co-operatively with others.
- Ensure all daily routines are adhered to.
- Liaise with and support parents and carers, encouraging parental involvement.
- Promote cooperative working and networking between YMCA Trinity Group Childcare settings.
- Have up to date knowledge and understanding of Ofsted practices and current curricula, attending

- training courses as appropriate.
- Provide efficient administration, collect required data and maintain appropriate and relevant records as required by regulatory bodies, whilst adhering to GDPR guidelines.
  - Ensure that risk assessments are completed as necessary for activities, equipment and the environment.
  - Support the induction of staff, students and volunteers.
  - Support staff in order to fulfil their role.
  - Support apprentices, students and work experience placements.
  - Attend regular team meetings.
  - Implement all organisational and department policies, these include safeguarding, behaviour and equality and diversity.
  - Work towards and achieve agreed quality assurance schemes.
  - Ensure excellent customer service is provided and queries or complaints are dealt with in line with organisation policy.
  - Promote the Aims and Purposes of the YMCA, specifically holding in balance the Christian, charitable and commercial aspects of the Association's work.
  - Operate within clear professional and confidentiality boundaries while seeking to implement and uphold the rules, policies and procedures and remain compliant with the data protection guidelines.
  - Offer a commitment to work unsocial hours when required.

### **Other Tasks**

- Any other jobs within the capabilities of the post holder.

## PERSON SPECIFICATION

### Post: Play Worker

<b>Education / Qualifications / Knowledge:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Useful</b>
Educated to a minimum Level 2 qualification in Play Work, Education, Youth or Childcare (or equivalent)	✓		
Experience of working with children of primary or secondary school age		✓	
A thorough knowledge of legislation, guidance and standards relating to Ofsted, early years provision and childcare		✓	
Paediatric First Aid Training and Food Safety		✓	
A knowledge and understanding of the need to value the views, skills and expertise of others		✓	
A knowledge of integrated work procedures		✓	
Knowledge and understanding of SEND Code of Practice and safeguarding		✓	
<b>Aptitudes and skills:</b>			
Good verbal and written communication skills and ability to relate well to children, young people and adults	✓		
Knowledge of Health and Safety at work		✓	
Good organisational skills	✓		
Able to exercise close attention to detail and maintain accuracy levels	✓		
Able to present self and work effectively	✓		
Able to work alone and in a team, with good interpersonal skills	✓		
Able to communicate with a wide range of staff and external contacts	✓		
Good time management and an ability to prioritise	✓		
Excellent IT skills		✓	
<b>Experience:</b>			
Experience of working in early years, school, play, youth or other relevant setting		✓	
<b>Personal qualities:</b>			
Be sympathetic and committed to the Christian aims and purposes of YMCA Trinity Group	✓		
Have personal and professional integrity	✓		

Have a vision of an integrated and inclusive programme of activities		✓	
A genuine respect and regard for children, young people and families, understanding the issues that impact on their lives	✓		
To show a commitment and enthusiasm towards achieving positive outcomes for service users	✓		
Be able to work on own initiative	✓		
Understand and respect the principles of confidentiality	✓		
Have a commitment to developing own skills and learning through the support of reflective practice.	✓		
<b>Circumstances:</b>			
Able to work under pressure and work extended and unsocial hours	✓		
<b>Physical health:</b>			
Able to meet the demands of the post with or without reasonable adjustment	✓		
<b>Equal opportunities:</b>			
An understanding of equal opportunities issues	✓		
Commitment to Equal Opportunities legislation and an understanding of, and commitment to work within the principles of diversity	✓		