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## JOB DESCRIPTION

**TITLE OF JOB:** Playworker

**SERVICE/PROJECT:** Whitehawk After School Project (WASP)

**REFERENCE NO:** WHPW/SEP17

**HOURS PER WEEK:** 3.5 hours, 1 sessions per week (Thurs) 2.30-6.00pm during term time only, permanent contract.

**BAND 1, NJC POINTS 11 - 14** Salary £8.45 per hour, paid monthly by Automated Credit Transfer on 25<sup>th</sup> of each month.

**ACCOUNTABLE TO:** The WASP Team Leader

**LINE MANAGED BY:** The WASP Team Leader

**RESPONSIBLE FOR:** Working as part of the WASP team to provide a range of play activities using Playwork Principles which are enjoyable and inspiring and help children to build on life and social skills

**CLOSING DATE:** 9.00am, Friday 6<sup>th</sup> October 2017

**INTERVIEW DATE:** To be confirmed

**This post is exempt from the Rehabilitation of Offenders Act (1974) and the successful applicant will be subject to an enhanced Disclosure and Barring Services check.**

Impact Initiatives is a company limited by guarantee and a registered charity. Company registered in England No. 1402692. Charity Commission No. 276669



## **BACKGROUND & AIMS OF PROJECT**

### **IMPACT INITIATIVES**

Impact Initiatives was set up over 30 years ago through a partnership including Brighton Borough Council and Sussex University. These people came together as they all wanted to support local people in need and knew this could be most effectively done through pooling resources and skills. Our original remit of 'filling the gaps in statutory services' is as relevant today as it has always been.

Today Impact Initiatives manages a range of services in Sussex for all ages, the services are all designed to help people to meet their potential and have an improved quality of life. This is achieved by providing the right support from the right people at the right time. Each of our services has a specialist manager and staff team who are supported by the Impact Central Team who provide management in finance, HR, admin, IT, facilities and project development. This is a cost effective way of the services having consistent professional support and enables them to focus on the service provision.

### **WHITEHAWK AFTER SCHOOL PROJECT**

WASP is a lively and inspiring club run by specialist staff where social, life skills and aspirations are raised through innovative play. WASP is for 4 – 11 year olds in Whitehawk and the surrounding area. The club has relatively high child to staff ratios as many of the children we work with need additional support to help them to address issues they have and to learn and build on essential social and life skills.

We have an enthusiastic and committed staff team who work hard to ensure the children have a good time and benefit from being at the club. The work is sometimes tough but always incredibly rewarding as the benefits to the children we work with are evident on a daily basis.

WASP currently operates:

- An Ofsted registered After School Club
- Ofsted registered holiday schemes

### **Supplementary information:**

This job description is subject to change in line with the requirements of the organisation. Impact operates a no smoking policy. This post is subject to a 6 month probationary period. All posts within Impact have the opportunity of an annual review/ evaluation.

## MAIN TASKS

1. **Sessions:** To work as part of the team of play workers providing child-centred play opportunities for children age 4 – 11 in a friendly and stimulating environment.
2. **Health and Safety:** To assist with setting up and tidying the venue maintaining high standards of health, safety and hygiene at all times.
3. **Food and drinks:** To prepare snacks and drinks for the children and undertake food hygiene training where appropriate
4. **Safeguarding children:** To comply with the Impact policies and procedures at all times to protect children in our care. To report any issues of concern regarding the staff, volunteers, children or parents and carers to the Co-ordinator or Operations Director.
5. **Resources:** To oversee the safe and respectful use of equipment/materials by children during the session. To assist with cleaning and storing equipment in a clean and orderly state, reporting any loss or damage to the Co-ordinator.
6. **Record keeping:** To assist in the completion of records including the daily register, accident and incident forms and safety checks.
7. **Confidentiality:** To respect and keep confidential any information regarding children, staff and those involved with the project.
8. **Policies and Procedures:** To understand and be familiar with the project's policies and procedures and adhere to them at all times.
9. **Team Meetings:** To participate fully in team meetings before and after each session raising issues that need discussing with the team and reflecting on the play experiences of the children.

## GENERAL TASKS

1. To comply with and implement the Impact Equal Opportunities Policy and any specific policies and procedures designed to promote and monitor equal opportunities.
2. To comply with and implement the Impact Health and Safety Policy and any specific policies and procedures relating to the specific activities on which you are employed. To take reasonable care for the health and safety of all those affected by this work.
3. To be aware of the needs of other workers, paid or unpaid, and contribute positively to a supportive working environment.
4. To carry out any other reasonable task requested by the Manager.

## **PERSON SPECIFICATION**

### **Essential Skills**

1. Experience of working, paid or voluntary, with children aged between 4 – 11 years
2. Experience of or understanding of supporting children with a range of additional needs, including emotional and social support needs.
3. Experience of or understanding of working with children with difficult or challenging behaviour
4. Ability to initiate games or activities which are fun and challenging with children and to encourage participation
5. Good communication skills and the ability to relate to children with additional needs,
6. Ability to provide one-to-one support and supervision to individual children
7. Ability to support children's social development and relationships with their peers.
8. Ability to supervise a group of children taking part in activity sessions
9. Ability to work independently and part of a team

### **Knowledge**

10. An understanding of the care and safety needs of children
11. An understanding of and commitment to equal opportunities and inclusion in practice
12. An understanding of Safeguarding Children and Health and Safety Policies
13. An understanding of the value of play in children's development

### **Desirable Skills & Experience**

14. Up-to-date Paediatric First Aid and Food Hygiene Training
15. Skills in appropriate arts/crafts or sports activities
16. A Playwork Qualification or willingness to undertake further training
17. Specific training in supporting children with a range of additional needs