

JOB DESCRIPTION

TITLE OF JOB:	After School Club Playworker Team Leader (WASP)
SERVICE/PROJECT:	Impact Initiatives – Whitehawk After School Project
REFERENCE NO:	IMP/WASPTL22
HOURS PER WEEK:	30
TEMPORARY/PERMANENT:	Permanent
SALARY:	NJC Band 4 S.P. 21-25, £26,975 – £30,095 FTE 30 hrs (pro-rata), actual salary £21,871- £24,401 per annum Paid monthly by Automated Credit Transfer on 25 th of each month
HOLIDAY ENTITLEMENT:	27 days per annum (pro rata) and the usual statutory holidays
ACCOUNTABLE TO:	Operations and Contracts Manager
LINE MANAGED BY:	Service Manager/Operations and Contracts Manager

Impact take our responsibilities towards our staff very seriously. We offer continuing staff development and encourage on-going training. We work to ensure all staff feel part of and contribute to the wider organisation.

Employee benefits include:

- Flexible working scheme for most roles
- Generous annual leave entitlement
- A stakeholder pension scheme into which Impact contributes 3% of your salary (following probationary period)

RESPONSIBLE FOR: The day to day operation of the Whitehawk After School Project (WASP), ensuring the delivery of high quality, inclusive, open access play opportunities within Ofsted standards. The post is based at City Academy Whitehawk primary school.

This post is exempt from the Rehabilitation of Offenders Act (1974) and the successful applicant will be subject to a Criminal Records Disclosure.

BACKGROUND AND AIMS OF IMPACT INITIATIVES:

Impact's vision is for Sussex people of all ages to reach their potential whilst living healthy and fulfilling lives. Impact was set up over 40 years ago through a partnership that wanted to support local people in need and knew this could be most effectively done through pooling skills and resources. Our original remit of 'filling the gaps in statutory services' and pooling resources to support local people are as relevant today as they have always been.

We work with over 6,800 people each year supported by over 150 volunteers and 80+ staff, whose energy and commitment is essential to the development and success of our diverse and forward-thinking organisation. Our annual turnover is approximately £2,700,000.

We continually build and develop the organisation's work, to provide exceptional quality support for people at times in their lives when they need it most.

BACKGROUND AND AIMS OF WASP:

WASP provides an Ofsted registered after school club and holiday playschemes at City Academy Whitehawk. Our staff team support up to 32 children each day, some of whom have additional needs, including emotional behavioural difficulties. Staff ratios are high to ensure we provide the best possible care.

WASP supports working parents, alongside free places for children identified as vulnerable or with complex needs. We are respected and integrated into the school and wider community.

WASP is based on Playwork Principles and we ensure a nurturing, inclusive and fun environment is always provided for the children. We have developed the programme of activities with the children and ensure they are affordable and relevant to local people.

Through its activities WASP aims to:

- provide inclusive and child-centred play experiences that contribute to children's education, health and wellbeing, and development of life skills
- relieve the pressure on families by providing valuable respite care
- improve the quality of life for families by providing an affordable childcare service that removes barriers to work and education opportunities

MAIN TASKS:

Service Delivery

- To ensure each session operates within Ofsted's Early Years Foundation Stage with health and safety and safeguarding measures in place
- To ensure adequate staff levels and provision of fun, imaginative, and stimulating free play opportunities at each session of the WASP After School Club and holiday scheme
- To organise and lead regular team and planning meetings, ensuring the team are supported to deliver sessions which meet the needs of the children attending, including regular staff supervision and feedback
- To co-ordinate holiday provision; taking responsibility for groups of children taking part in on-site and off-site activities
- To build positive relationships with children and their parents and carers; communicate effectively and sensitively with children and adults regarding a range of issues
- To liaise with parents and other professionals including family support workers and school staff to promote access to services and support children's welfare, including contributing to the development of individual support plans
- To maintain up to date and accurate records, administration and finance systems, including producing registers for sessions, collecting and recording payment of session fees.
- To ensure effective quality assurance and monitoring and evaluation systems are in place in line with Ofsted and funders requirements
- To contribute to monitoring returns for funders, ensuring they are completed within deadlines, and that targets specified in contracts and service level agreements are met
- To liaise with the Central Services Coordinator and Service Manager to co-ordinate recruitment and selection processes for staff and volunteers

Policies and Procedures

- Ensure service specific and organisational policies and procedures are implemented into daily work practice and staff and volunteers are familiar with and working to these
- To comply with and implement Impact's Safeguarding Children and Young People and Protection of Vulnerable Adults policies, ensuring concerns are fully recorded and dealt with appropriately

- To work alongside the Service Manager in reviewing policies and procedures and risk assessments.

Physical Resources

- To ensure that WASP operates in a safe and properly managed physical environment, in line with Ofsted requirements
- To ensure that WASP has appropriate resources for sessions
- To ensure that procedures are in place to maintain the physical assets of the service

Finance

- To monitor the payment of fees and liaise with the Service Manager and Finance department regarding any outstanding payments
- To work with the Finance Department to ensure payments for sessions are suitably accounted for

This job description will be subject to review in accordance with the needs of the service.

(Please see following page for this role's person specification.)

PERSON SPECIFICATION

Job title: WASP Team Leader

#	Skills and Abilities	Essential	Desirable
1	Relevant professional qualification in childcare or play work (minimum requirement NVQ level 3) and experience in a supervisory role in a childcare setting	✓	
2	Ability to complete a satisfactory 'fit person' interview with Ofsted	✓	
3	Ability to ensure health and safety and safeguarding are embedded in play sessions	✓	
4	Proven ability to communicate with and relate well to children and young people and engage them in positive activities	✓	
5	Proven ability to communicate effectively and sensitively with parents and carers regarding a range of, sometimes sensitive, issues	✓	
6	Proven ability to supervise and support a team of staff and volunteers	✓	
7	Proven ability to take responsibility for the safety of children and staff in a childcare setting, including on trips	✓	
8	Experience of working with and supporting staff working with children with emotional and behavioural difficulties and other additional needs	✓	
9	Ability to deal confidently with difficult and challenging behavior	✓	
Knowledge/Experience			
10	Demonstrated understanding and experience of applying Playwork Principles in a childcare setting	✓	
11	Experience of working in inclusive play settings including supporting children with complex needs	✓	
12	Working knowledge of legislation relating to childcare and play and experience of implementing policies and procedures	✓	
13	IT skills and an ability to maintain spreadsheet and database administration, finance, monitoring and evaluation systems	✓	
14	Experience of working in the voluntary sector		✓
15	Experience of working in an area with high levels of deprivation		✓
Qualifications			
	Relevant professional qualification in childcare or play work (minimum requirement NVQ level 3)		