



## JOB DESCRIPTION FOR AFTER SCHOOL PLAYLEADER

**NAME OF SCHEME:** Beavers After School Hours (BASH)

**HOURS OF EMPLOYMENT:** 3 pm – 6 pm

**OVERALL OBJECTIVE OF THE POST:**

To be responsible for the smooth day-to-day running of the scheme, including daily administration, and the welfare of children and staff.

**KEY AREAS:**

1. Supervision and care of children
2. Staff supervision
3. Activity planning
4. Liaison
5. Administration
6. Direct play work

**RESPONSIBLE TO:**

Management Committee

**RESPONSIBLE FOR:**

Children, playcare assistants, support workers, any volunteers who may be working in the scheme and visitors to the scheme.

**PRINCIPAL DUTIES:**

**Supervision and Care of Children**

- Providing full care for the children in a welcoming, safe and fun environment.
- Ensure observations and assessments of the children are carried out, in line with the EYFS and Playwork Principles in order to plan for and meet their individual needs.
- Organising the provision of a balanced and healthy snack for all children attending the scheme. Including responsibility for planning menus, budgeting and shopping.
- Ensuring that a 1<sup>st</sup> Aider is on site at all times, the 1<sup>st</sup> Aid box is replenished as needed, and that accurate and confidential records are maintained for accidents and incidents.
- Carrying out risk assessments for activities, to ensure that the Club is a safe environment for children, that equipment is safe, properly maintained standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively.

**Staff Supervision**

- Daily management of staff team, including managing rotas, ensuring child/staff ratios are maintained and handling absences/holiday/sickness

- Ensuring that the staff are properly deployed and offer appropriate stimulation and support to the children.
- Supervising students/ trainees, visitors and volunteers, as necessary delegating any appropriate tasks to other staff.
- Sharing up to date information regarding childcare legislation, policies, procedures and the service provision with colleagues
- Managing and working together with the team of playworkers, ensuring that staff follow a proper induction process, staff development is kept up to date and staff details are up to date and on site.

### **Activity Planning**

- Planning in consultation with the children and other team members, to provide safe, creative, age appropriate, fun play based opportunities and activities. .

### **Liaison**

- Developing and maintaining good relationships and communications with parents/carers, school and other agencies to facilitate meeting the individual needs of each child.
- To encourage parental involvement and support through the development of effective working relationships
- Liaising closely with colleagues, the Management, other internal and external relevant parties as necessary regarding the welfare and care of the children and day to day operational matters. Reporting on the scheme's progress and refer any issues arising to the Management for advice and assistance.

### **Direct Play work**

- Supervising, interacting, assisting and engaging fully with children in activities and games.
- Encouraging and role modeling appropriate behaviour and safe practice to the children in accordance with the scheme policies and procedures
- Supporting inclusive practice, and ensure that all children can be involved in activities offered if they wish.

### **Administration**

- Carrying out administration, record keeping, parent information as required by the EYFS, Childcare and Workplace Legislation.
- Ensuring arrangements are agreed for children attending clubs after school.
- Maintaining an accurate register of the children as they arrive and depart from the scheme, ensuring that they are signed in and out by a responsible, named adult with times given.
- Collecting and recording of fee payments. To work within an agreed budget, ensuring that accurate records of petty cash are kept.
- Ordering and purchasing of materials and equipment as approved by the Management.

- Ensure information for parents (parent brochure, notices) is kept up to date. Information on display meets the requirements of EYFS, Childcare and Workplace Legislation and is on display e.g. staff information, certificates, insurance etc. Policies and procedures are up to date and available for viewing.

**Other**

- Working within agreed policies and practices, as drawn up by the School /Management Committee in accordance with the EYFS and National Standards for Day Care, ensuring that all staff are familiar with and follow these.
- Attending training/meetings as appropriate to comply with Ofsted Regulations to keep up to date with current childcare practice
- Carrying out all responsibilities and activities within an Equal Opportunities framework.
- Any other duties as reasonably directed by the Management

# Person Specification for Playcare Leader



## Qualifications:

- E NVQ Level 3 / CACHE level 3 or equivalent
- D A valid First Aid Qualification
- D A current Food Hygiene Certificate
- D A willingness to undertake training to keep up with childcare legislation, professional development and according to the needs of the service

## Knowledge and Experience

- E Experience of working with 4 - 11 year olds
- E An understanding of good quality childcare including knowledge and understanding of the Early Years Foundation Stage (EYFS), Day Care National Standards and Keeping Children Safe in Education
- E An understanding of and commitment to implementing both the school and LA policies on Equal Opportunities.
- E Some experience of administration including budget management
- E Experience of providing a varied and nutritious diet, appropriate to the children's needs.
- E Experience of recording and reporting information accurately
- E Knowledge and understanding of current Child Protection principles and the ability and commitment to follow school policy and practice.

## Skills and Abilities

- E Ability to provide and facilitate a wide range of age appropriate safe play activities
- E Ability to communicate at all levels
- E Ability to establish a rapport with children and their families or carers
- E Ability to manage and lead a team
- E Ability to meet children's individual needs
- E Ability to work on own initiative
- E Ability to use judgement and common sense
- E Ability to motivate self and others
- E Ability to maintain trust and confidentiality where appropriate

## Attitudes

- E Reliable and punctual
- E Enthusiastic
- E Professional
- E Caring

It is also essential that all staff obtain DBS (Disclosure and Baring Service) check before working with children.

## **E Essential for the post**

## **D Desirable for the post**

This Person Specification outlines the skills, qualifications and experience needed to do this job. The Person Specification is one of the things used to shortlist candidates for interview and therefore applicants should try to match their skills, experience and qualifications to the Person Specification and put these on their application form.