# Job Description

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| **Title of Job:** | Playscheme Worker |
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| **Person Reports to:** | Playscheme Supervisor/ then in turn to FIG CEO. |
| **Person Supervises:** | Children and young people. |
| **Hours:** | Monday to Friday 9.30am-3.30pm during playschemes. |
| Purpose of JobTo assist in the day-to-day running of the playscheme, providing a stimulating and varied programme of play and learning opportunities, and ensuring the safety and well-being of the children and young people with disabilities who attend. |  |

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Main Responsibilities and Duties

* To ensure the emotional well being and physical care of all children;
* To be specifically responsible for the child/children or young person/people allocated and to ensure they are supervised at all times;
* To respond to the needs of children/young people in an appropriate and timely manner at all times;
* To read the profile/s, careplan, and/or manual handling plan of the child/children or young person/people allocated and ask for further information from the Playscheme Supervisors if required;
* To report and discuss with the Playscheme Supervisors any observations or personal insight appropriate to a child’s welfare and development;
* To report any safeguarding concerns to the Playscheme Supervisors;
* To record any changes in development based on the child/young person’s profile on the appropriate form;
* To record observations of the child/ren or young person/people you are responsible for each day in the Home Book for parents.
* To read the child/young person’s Home Book comments from their parent when they next attend the scheme.
* To ensure that any information received concerning the children and young people is kept confidential at all times;
* To report any accidents children/young people may have to the Playscheme Supervisors immediately;
* To administer first aid as required if qualified in Paediatric First Aid;
* To record any accidents and obtain parent signatures;
* To attend training as requested and agreed by the Playscheme Supervisors;
* To administer medication if required and trained to do so;
* To check each morning that children/young people have brought their medication with them and pass this to the Playscheme Supervisors;
* To ensure that any medication given is recorded and parents sign the record;
* To check that children/young people have brought a packed lunch, and inform the Playscheme Supervisors if not;
* To care for children and young people with manual handling needs if trained to do so;
* To ensure that children/young people using wheelchairs are secured appropriately and safely in their chair at all times;
* To ensure that children/young people using wheelchairs have their chair secured appropriately in the bus if going on a trip, or leaving the setting;
* To ensure that children/young people who require a harness on the bus are appropriately secured if going on a trip or leaving the setting;
* To promote the social development of children including group co-operation in activities, sharing, table manners and general good behaviour;
* To actively encourage children and young people’s progress in all areas of development, types and stages of play, by interaction and extension of play activities;
* To encourage free play and to offer children choices using methods of communication suitable for the child/young person;
* To sit with children, talking with them and modelling play, social skills and language;
* To teach children the appropriate use and care of equipment and resources;
* To ensure that high standards of hygiene and safety are maintained at all times;
* To help children/young people who require assistance with using the toilet and to change children who may have toileting accidents or those using nappies;
* To provide healthy snacks for children and to sit with children during snack/lunch time creating a social occasion;
* To promote children’s independence, encouraging them to dress themselves and feed themselves as appropriate to their individual needs and abilities;
* If on site, to assist in the setting up and clearing away of all activities and equipment, both indoors and outside, including kitchen and toileting areas;
* If on site, to provide a wide variety of suitable activities for the children and young people as required by the Playscheme Supervisors;
* To ensure that activities reflect the multicultural society and those who are disabled;
* To ensure that children/young people’s clothes and belongings are cared for and safely returned with them at the end of the day;
* To ensure that the playscheme displays a positive attitude against racism and any form of discrimination;
* To attend staff and planning meetings as requested, and take an active part in these;
* To ensure that the playscheme is welcoming to all parents/carers, children, young people, volunteers and other visitors;
* To attend supervision and support sessions with the Playscheme Supervisors as required;
* To encourage and guide volunteers in the setting;
* To work as part of a team and support colleagues;
* To use own initiative;
* To support the work and beliefs of the Family Information Group by helping to create an inclusive environment that promotes open and equal opportunities for all children/young people and adults;
* To undertake any other duties as reasonably directed by the Playscheme Supervisors or the FIG CEO.

**Additional Responsibilities if appointed as Playworker Level 2**

* To be responsible for children and young people with severely challenging behaviour and complex medical needs.

And/or

* To act as a role model and assist new staff, ensuring that they are aware of safety issues, routines and good practice.
* To assist supervisors with delegated tasks if requested.