Job Description: Holiday Play Scheme Worker

Post: Play Worker

Contract: Holiday Play Schemes

Accountable to: Play Development Officer

Salary: £11.05 +Holiday Pay = £12.38 per hour

Hours: 8.45am-6.15pm

Location: 21 Winchester Road, London, NW3 3NR

Key Responsibilities

1. To plan, prepare and provide a diverse and high quality play provision and environment for 4-12 year olds with responsibility for the experiences, wellbeing and safety of children at The Winch.
2. To ensure that the provision is age-appropriate, well thought-out and varied, and that it meets all relevant developmental, educational and legal requirements.
3. To promote an open, democratic and responsive approach to working with children, parents and carers, staff colleagues and the wider community.
4. To drive impact, quality and improvement through planning, preparation, monitoring, evaluation and a focus on learning and best practice.
5. To work collaboratively and corporately with staff and volunteers working in the Play Team.
6. To build relationships and partnerships with parents, professionals and other parties to better support children.
7. To work with the Play Development Officer and other staff members to deliver the programme, including taking responsibility for administration, organisation and preparation.
8. Take responsibility for safeguarding children, young people and staff

General Responsibilities

1. To attend supervisory, management and other meetings as required.
2. To undergo training where necessary to gain or improve appropriate skills.
3. To work in partnership (including providing time and expertise) with other individuals and groups at The Winch and partners from academic, commercial, statutory and voluntary back-grounds.
4. To contribute to the dialogue about the identity, ethos and aims of work with children and young people at The Winchester Project.
Person Specification

(Please note: E – essential; D – desirable)

1. Qualifications and Education
   a. Play Work NVQ or Cache Level 2 or equivalent qualification (D)
   b. Qualifications evidencing requisite literacy and numeracy (equivalent to Grade C at GCSE in English and Maths) (D)
   c. A current driving license (D)

2. Required Experience
   a. Working with children in a number of different play contexts for at least two years (E)
   b. Experience working with children/young people with disabilities and complex needs. (E)
   c. Planning and delivering diverse and stimulating play programmes and trips (E)
   d. Working collaboratively as part of a team (E)
   e. Working in partnership (D)
   f. Impact measurement and reporting (D) & financial management (D)

3. Required Skills – Personal Characteristics
   a. Able to think on feet and demonstrate high levels of initiative (E)
   b. Highly motivated and self-starting (E)
   c. Able to develop professional and productive relationships with children, parents, staff members and volunteers (E)
   d. Ability to forge effective internal and external working relationships at every level (E)
   e. Ability to cope under pressure (E)
   f. Ability to organise self and others including using computers (E)
   g. Open to thinking in new ways (E)
   h. Able to multitask to a high level (E)
   i. Able to work in a busy and complex environment which is regularly accessed by children and young people who can at times be highly challenging (E)
   j. Highly resourceful (E)
   k. Demonstrate and subscribe to the beliefs and values of the organisations as outlined above (E)

3. Knowledge and Understanding
   a. The ability to understand, develop and explore different ideas and approaches to working with children and the impact they have (E)
   b. An understanding of the issues affecting children growing up in urban environments and/or poverty (D)
   c. An understanding of the effects of inequality and a commitment to working to challenge discrimination (D)
   d. An understanding of the voluntary sector (D)
   e. An awareness of child development, the child and youth sector and related disciplines (D)
The above skills and qualities will be assessed during the various stages of the recruitment process through the application, interview and other processes as appropriate.

Review of Job Description

This job description is intended as an outline of general areas of activity and will be amended in the light of the changing needs of The Winch. It will be reviewed in conjunction with the post holder on regular basis.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure & Barring Service to check for any previous criminal convictions.

APPLYING FOR THIS POST:

To apply for this position, please send your CV with a personal statement. We will not consider applications that do not include a personal statement.

Please ensure that you have included a telephone number and email contact, so we can contact you.

You will be asked to provide the names, positions, organisations and telephone contact numbers of two referees, one of whom should be your current/most recent employer. References will only be taken once your permission has been granted. In addition, an enhanced DBS check is required for employees at The Winch.

We would also be grateful if you could let us know if you will require any special provision as a result of any disability should you be called for interview.

The deadline for application is midnight 31 April 2022

We will consider applications on a rolling basis and early applicants may be invited to interview before the closing date.

If you require any further information, please email play@thewinch.org