RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	70188 –89, 70191 –195, 70256 –259, 70268 –269, 70381
Post Title:	Lead Play Practitioner – Play Ranger Team
Unit/Team:	Sports and Recreation
Grade:	Grade C
Service:	Leisure & Wellbeing
Reports to:	Play Development Officer
Issue Date:	November 2026

PURPOSE OF THE JOB

To work with the Play Development Officer in delivering the Council's play development, outreach, and community engagement priorities, providing effective day-to-day leadership and coordination of the Play Ranger Team.

To lead and participate in high-quality play sessions and activities that are inclusive, engaging, and responsive to the needs of children, young people, and families across the community.

To support the planning, development, and delivery of the Play Ranger programme, including contributing to new projects and initiatives, reviewing activities, and identifying opportunities to improve participation and outcomes.

To provide day-to-day guidance and support to Play Rangers, promoting consistent standards of practice, effective teamwork, safeguarding and positive engagement with children, young people, and families.

To develop and maintain positive working relationships with schools, community organisations, resident groups, and other partners to strengthen outreach, participation, and community engagement.

To undertake relevant administrative, monitoring and reporting duties, providing accurate information, feedback, and performance data to support the Play Development Officer in achieving service objectives and key performance indicators.

To undertake operational Play Ranger duties as required and contribute flexibly to the effective and safe delivery of the service.

This post is subject to an enhanced DBS check.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1.1 To assist with the Play Development Officer with programme strategy and coordinate organisation and implementation of these play projects for children and young people across a range of settings and communities

1.2 To take operational responsibility for the effective delivery of allocated play programmes, including outreach provision, school-based programmes, holiday activities, community sessions and play events, ensuring activities are well planned, appropriately resourced and delivered to a high standard.

1.3 To lead play outreach provision across priority wards in Rugby, particularly in areas where there is limited or no existing play provision or where there are identified concerns relating to antisocial behaviour, collaborating with communities and partners to ensure provision responds to local needs.

1.4 To lead the delivery of school-based play programmes, collaborating positively with schools and other partners to develop and deliver inclusive play opportunities using appropriate facilities, equipment, and resources.

1.5 To provide day-to-day leadership, direction, and support to Play Practitioners and other staff involved in the delivery of play activities, ensuring that team members understand their roles, responsibilities, and expected standards of practice.

1.6 To organise and coordinate staff, resources, equipment, venues, and session plans for allocated programmes, identifying and addressing operational issues to ensure the effective and consistent delivery of the service.

1.7 To function as a lead practitioner and positive role model, demonstrating high standards of professional practice and providing guidance and practical support to colleagues in relation to play work, behaviour management, inclusion, safeguarding, risk management and engagement with children and young people.

1.8 To engage with children, young people, parents, carers, schools, community groups, and partner organisations to identify local play needs, gather feedback and contribute to the development and improvement of future provision.

1.9 To monitor participation, quality and outcomes across allocated programmes and maintain accurate records, statistics, and other monitoring information, contributing to reports, evaluations, and service reviews as required.

1.10 To undertake appropriate administrative duties associated with the operational delivery of the play service, including session records, equipment checks, activity devising, attendance information, and other documentation as required.

1.11 To support the Play Development Officer in the planning, development, and implementation of the wider play service, providing operational insight, feedback and recommendations based on frontline delivery and community need.

1.12 To assist with the planning, coordination, delivery and evaluation of key play, park, and community events, taking a lead operational role where required.

1.13 To ensure that all play activities and programmes are delivered in accordance with relevant safeguarding, health and safety, risk management equality, inclusion and Council policies and procedures, escalating concerns appropriately to the Play Development Officer.

1.14 To collaborate with colleagues, schools, community organisations and other partners to promote participation, develop effective working relationships ad maximise opportunities for children and young people.

1.15 To identify operational issues, service improvements, and emerging needs within allocated areas of provision and bring these to the attention of the Play Development Officer, contributing to solutions and continuous improvement.

1.16 To attend and participate in relevant training, team meetings and briefing, supervision and other development opportunities as required.

1.17 To undertake any other relevant duties with the level and responsibilities of the post, as reasonably required by the Play Development Officer to support the effective operation and development of the play service.

2. OTHER DUTIES AND RESPONSIBILITIES

2.1 To be aware of and comply with relevant Health and Safety legislation and ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy, and the Departmental Safety policy. To ensure that play activities, equipment, venues, and working practices are appropriately managed to promote the health, safety and wellbeing of children, young people, staff, volunteers, and members of the public.

2.2 To take a proactive approach to safeguarding children, young people, and vulnerable adults and to promote a strong safeguarding culture within the Play Ranger team. To recognise, respond to and report safeguarding concerns promptly and appropriately in accordance with the Council's policies and procedures. The post holder will be required to complete regular safeguarding training and maintain up-to-date safeguarding knowledge.

2.3 To undertake any other reasonable duties commensurate with the grade, skills, knowledge, and responsibilities of the post, as requested by the Play Development Officer or other appropriate manager.

3. SUPERVISORY RESPONSIBILITIES

To provide day-today operational leadership, guidance, and support to Play Rangers, and other staff involved in the delivery of play activities.

To assist the Play Development Officer in coordinating staff, allocating duties and ensuring that team members understand their roles, responsibilities, and expected standards of practice.

To function as a positive role model, supporting colleagues in relation to play practice, behaviour management, inclusion, safeguarding, risk management, and engagement with children and young people.

The post holder will report to the Play Development Officer and not normally have formal line-management responsibility unless specifically delegated by the Play Development Officer.

4. FINANCIAL RESPONSIBILITIES

No direct budgetary responsibility.

To support the effective and responsible use of Council resources in the delivery of allocated play programmes, including equipment, facilities, venues, and other resources.

To ensure that resources and equipment are used appropriately and efficiently and to identify and report any damage, loss, shortages, or other issues to the Play Development Officer.

Where required, to assist with the coordination of resources and operational arrangements for play programmes, events and activities within agreed budgets and Council procedures.

5. RESPONSIBILITY FOR ASSETS AND DATA

The post will have a duty of care for Council play equipment and resources used in the delivery of play activities and will be responsible for ensuring that equipment is appropriately stored, transported, checked, used safely and kept secure.

The post holder will assist with the collection, transportation, issue and return of play equipment and other Council resources as required, including equipment held in storage facilities.

The post holder will be responsible for maintaining accurate participant, attendance, activity and monitoring records and ensuring that personal information is handled securely and confidentially in accordance with applicable data protection legislation, Council policies and procedures.

6. EXTENT OF PUBLIC CONTACT

The post holder will have regular and direct contact with a wide range of people and organisations, including:

- Children & young people
- Parents & carers
- Rugby Borough Council employees and managers
- Play Rangers, learning facilitators and other colleagues
- Schools, teachers and education staff.
- Community and voluntary organisations.
- Resident and community groups.
- Sports clubs and other activity providers.
- Partner agencies and organisations.

- Members of the wider public.
- Other professionals involved in supporting children, young people and communities.

The post holder will be expected to develop and maintain positive working relationships with partners and communities and to represent the Council professionally when delivering services and attending events.

7. WORKING CONDITIONS AND ENVIRONMENT

The post holder will be required to deliver and coordinate play activities across a variety of locations and settings throughout Rugby, including parks, green spaces, schools, community venues, and other outdoor and indoor environments.

The role involves regular outdoor working in varying weather conditions and may involve transporting, setting up and storing play equipment and resources.

The post holder will work directly with children and young people and may be required to respond appropriately to challenging behaviour, changing circumstances, and differing levels of need.

The role requires flexible working arrangements, including weekday, school holiday, afterschool/evening work, and the occasional weekend, according to service requirements and programme delivery.

The post holder may be required to travel between various locations across the borough during the working day.

8. CORPORATE RESPONSIBILITIES

All staff are required to work within the Council's rules, policies, procedures and reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to demonstrate the Council's Values and Behaviours in their day-today work, to promote a positive and inclusive working

environment and to appropriately challenge behaviour that is inconsistent with the Council's values, policies or expected standards.

The post holder is expected to contribute positively to the Council's corporate objectives and to work collaboratively with colleagues, partners and communities to achieve positive outcomes for children, young people and families.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder Date

PERSON SPECIFICATION

Post: Lead Play Practitioner - Play Ranger Team

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience of working with children in a nursery, school or play, youth, leisure or community setting	E	A/I
Strong understanding of child-led play and play work principles and the wider benefits to children's physical, social, emotional and cognitive development.	E	A/I
Ability to take responsibility for the safe and effective day-to-day delivery of play sessions, including the appropriate use of staff, equipment, resources and play spaces.	E	A/I
Highly motivated, enthusiastic and approachable, with the ability to positively engage and build trusting relationships with children, families and colleagues.	E	A/I/T
Ability to identify, assess and manage risks appropriately within play environments, balancing children's safety with their need for challenge, exploration and appropriate risk-taking.	E	A/I
Experience of planning, facilitating, and evaluating a range of engaging, age-appropriate, and inclusive play opportunities that respond to children's interests, needs and abilities.	E	A/I/T
Ability to communicate clearly and effectively, both verbally and in writing, with children, parent/carers, colleagues, and partner organisations.	E	A/I/T
Able to lead, motivate and support colleagues and volunteers to deliver safe, inclusive, and high-quality play provision	E	R
A commitment to providing excellent customer service and creating a welcoming, positive, and inclusive experience for children and families.	E	I
Ability to monitor, evaluate and improve play sessions, using children's views, observations, feedback, and professional reflection to improve the quality of provision	E	A/I
Excellent attendance and time keeping record with professional approach to work.	E	R
Full valid driving licence and access to own vehicle	E	A/D
Commitment to safeguarding children, young people and vulnerable adults, including confidence and professional judgement to recognise, record and	E	A, I

report concerns in accordance with Council safeguarding procedures.		
Understanding of confidentiality, professional boundaries and appropriate information sharing when working with children and families.	E	A/I
A commitment to work within our CAN-DO values.	E	A, I
Minimum GCSE grade C/4 or above in English Language Mathematics or equivalent	D	D
Play Work, Youth Work or Childcare qualification.	D	A/D
Good overall IT skills including the ability to use relevant systems for communication, recording, monitoring, and administration.	D	A/I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D