Job Description

POST IDENTIFICATION

Post Title	Playscheme Playworker Seasonal				
Grade	Grade 2	**Job Evaluation ID:**	1029c	**Date Evaluated/Reviewed**	22/05/2024

Service Area	Children & Young People Services				
Service Team	Disabled Children's Team				
Responsible to	Playscheme Supervisor				
Areas of Responsibility	Click here to enter text *(name of teams).*				
Number of staff responsible for	None	**Political Restricted Role** *(refer to special conditions section)*	No	**DBS Required**	Yes
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

To assist in the day to day organisation and delivery of the Playscheme ensuring play activities are facilitated within a safe and stimulating environment, for children aged 5 – 12 years (17 years for children with a disability).

KEY RESULT AREAS

1. To deliver stimulating and varied play activities for all children as appropriate to their age, abilities and cultural backgrounds.
2. To assist in the operation of the Playscheme where all children can experience a wide range of play opportunities, ensuring they are involved in the planning process through promoting the National Participation Standards and ensure National Minimum Standards are attained.
3. To meet the individual care needs of the children, including the provision of snacks and drinks, toileting / changing and keeping a high standard of hygiene.
4. To be responsible for the setting up and use of equipment and materials, ensuring their safe storage in a clean and orderly state. To inform the supervisor of any concerns regarding equipment and materials.
5. To communicate effectively and sensitively, both verbal and in writing with parents and children whilst maintaining confidentiality .
6. To assist in promoting Equal Opportunities for all children and their families who use Playscheme.
7. To ensure compliance with all Health and Safety, Care Inspectorate Wales (CIW) regulations and other legal requirements associated with the operation of the scheme.
8. To contribute fully to team briefing and debriefing sessions at the start and end of each play session, sharing relevant information regarding children on a need to know basis.
9. To administer basic First Aid where appropriate and in line with relevant training.
10. Any other duties commensurate with the grade of this post as directed by the line manager.

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
	ESSENTIAL	**DESIRABLE**
Qualifications	• Minimum of 5 GCSE passes at grade A to G or equivalent qualifications.	• NVQ Level 2 in Playwork or equivalent • First Aid Qualification
Knowledge	• Knowledge and understanding of Safeguarding Procedures	• Knowledge of Children's Act, CIW regulations and Health and Safety legislation.
Experience	• Experience of working or volunteering with children ages 0 – 12 years (17 years for children with a disability). • Experience of facilitating Play and Youth activities.	• Previous experience of working / volunteering with disabled children / and or children with challenging behaviour.
Aptitude & Skills	• Ability to problem solve and work under pressure as part of a team. • Demonstrate good communication skills – both written and verbal with children, families and other relevant persons. • Available to work throughout the duration of the playscheme and attend training days and meetings as when reasonably requested • To apply learned training when necessary • To be flexible and adaptable to meet the needs of the service	• Able to work on own initiative. • Self-motivated and enthusiastic. • Able to demonstrate a passion for working with children and increasing play opportunities. • Welsh speaking. • Ability to establish good working relationships with children / young people based on respect and openness. • Ability to liaise an establish good working relationships with professionals / parents / carers and the wider team. • A full clean driving licence with business class insurance and the ability to travel extensively across Newport (for outreach sites only)

EXPECTED BEHAVIOURS & VALUES

Encourage and support others as part of a team. Give guidance and advice to others. Grow positive working relationships

Contribute with, and be open to change.

Communicate openly, being straightforward with people to generate trust and confidence.

Follow procedures and rules. Give feedback where these can be improved.

Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities	
Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high-quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements and will either be Welsh Essential or Welsh Desirable.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Welsh Language Skills		Desirable			
Listening / Speaking Skills	0	Writing Skills	0	Reading / Understanding Skills	0

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Welsh Language Skills	0	Writing Skills	0	Reading / Understanding Skills	0

Special Conditions

Disclosure & Barring Service Disclosures	This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement
Politically Restricted	Not Applicable
Other (including physical demands and working conditions)	From time to time, variations in terms and conditions of employment will result from negotiations and collective agreements within the recognised trade unions. The nature of the post determines that any post holder may need to travel across sites on a daily basis. Training sessions may be held in the early evening and / or weekends and the post will require staff to commit to mandatory training. Be flexible and adaptable as guarantee cannot be given that you will remain on one site for the duration of the scheme. Must be able to work throughout the duration of the scheme

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit www.newport.gov.uk or click here