**Job Title: Play Room Leader**

**Hours:** 22.5 hours a week

 Term time - Monday to Friday 2pm to 6.30pm

 School Holidays – Wednesday to Friday 8.30am to 4.30pm (with 30min break)

**Accountable to:** Play & Youth Manager

**Responsible for:**

Supporting the Play & Youth Manager to deliver the play sessions and be in the activity rooms during service.

This is a flexible short break service during term time and school holidays in partnership with Harrow Council, Parents and schools for children and young people with disabilities aged 4 to 25 years.

To develop, deliver and manage high quality After School Clubs, Play & Youth Holiday Schemes, for children and young people with special needs; including severe and complex disabilities and communication difficulties such as autism and ADHD.

To provide effective day to day management such as; completing activity planning, completing individual observations, termly progress reports to parents, updating children’s profiles and support plans, completing assessments of needs, recording and reporting accidents and incidents.

To work with a diverse team of children and young people’s play workers; including both core and sessional workers; lead the teams in their delivery of structured activities.

Working in close partnership with special and mainstream schools and other settings; becoming part of the ‘team around child’ approach.

Shaping and maintaining positive relationships with parents and carers.

To provide high quality play activities reflect individual, family and cultural needs and the local wider communities.

To lead and plan activities so all children and young people have equal opportunity to play freely, make choices, make friends and have access to services that are planned and adapted to meet their specific learning needs.

To lead on and implement effective planning that enables structure, routine, consistency and target setting for children and young people and supports them to engage and learn.

To ensure that the Early Years Foundation Stage is implemented and understood by all staff and effective processes are in place to capture outcomes and achievements. Also, ensure the rooms and environment reflect this.

Maintain a warm, friendly and welcoming environment at all times for children, their families and local partners.

**Managing Diversity and Equal Opportunities**

All KCA employees are expected to work individually and collectively to promote a constructive and sensitive approach to working with others from a variety of cultures and backgrounds where the work of others are valued and respected; all employees are expected to therefore carry out their tasks within the terms and intention of the Managing Diversity, Core Values, Code of Conduct, Ofsted, CQC standards and Confidentiality Policies.

**KCA play & youth services:**

The post is part time and a degree of flexibility is required to ensure support and management for activities.

To work in line with the requirements of the Children's Act 1989, Safeguarding Children, Children and Families Act, the Health and Safety Act and other relevant legislative requirements to ensure the welfare and safety of the children are paramount and any concerns are dealt with appropriately.

To provide creative, fun and varied activities incorporating the Early Years Foundation Stage Curriculum planning into all our sessions. To always maintain a high standard of learning for each child; ensuring each child’s progress is monitored and they are achieving to their full potential.

To be responsible for supporting the manager in leading a team of support workers to ensure that all planning of activities and experiences meet individual needs, strengths and interests.

To work closely with, and in partnership with parents, school staff, CAMHS and with the children’s disabilities social work team to ensure that there are supportive, smooth, consistent transitions and communication systems in place.

To model quality skills for the team; to facilitate team work, inclusion, personal care and partnership with families.

Implement and maintain monitoring and evaluation processes to evidence outcomes for children and young people.

To support consultation processes and involve children, young people and their families in order to continuously develop services which meet their needs and aspirations.

To provide progress reports to parent and other professionals based on children’s personal learning goals, observations and achievements.

To attend internal and external meetings when required.

To support effective staff rota management and that all services have the best and most appropriate team skills mix required for all sessions.

**Strategic Development**

To contribute to the development of strategic planning for the continuing development of Play & Youth Services; working in partnership with other services to make the best use of resources, both within and external to KCA.

**Health & Safety**

To ensure the general well being and security of everyone who uses KCA and to work within the framework of relevant health and safety legislation, as well as participating in the development and implementation of Health & Safety policies and procedures.

To maintain high standards of health, safety and hygiene at KCA, work within the frame work of relevant legislation and to undertake cleaning tasks as necessary.

To support children and train staff with children’s individual needs, such as their personal health and care needs including eating, using the toilet including nappy changing as well as carrying out specific care needs such as administering medication, tube feeding and undertaking manual handling.

To lead on supporting all staff in understanding Safeguarding and to work within child protection guidelines including notification to senior managers, external parties and review of incidents.

**Risk Management**

To implement, review and evaluation processes to produce evidence of outcomes and to monitor the effectiveness of services and having regard to SEND and EYFS Framework and any mechanisms as required to reflect the changing culture with Children Services both at local and national levels Including CQC and Ofsted.

**Finance**

To implement agreed strategies to ensure all areas of revenue income and expenditure are controlled within agreed budgets including effective use of staffing, transport, equipment and use of external therapies and spaces.

**Management and Administration**

To support the management team in providing leadership and line management through, Induction, training, supervisions and coaching to the team.

To work to agreed policies and procedures of KCA and external regulation and legislative frameworks.

To represent KCA as required on internal and external events.

To liaise with senior team and Learning and Development team in the identification and access to relevant training for the team.

To assess and identify own needs in order to plan and implement training strategies, to address areas of need and continuous professional development.

To participate in a managers emergency out of hours on call system.

**In order to deliver service effectively a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to the above. Such duties, however, will fall within the scope of the post.**



**PERSON SPECIFICATION**

**Play Room Leader**

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| **Qualities** | **Essential** | **Assessment Criteria** |
| **Education / Qualifications** |
| 1 | A recognised education / early years qualification to NVQ Level 3 or higher with experience of supporting services for children or young people with or without disabilities and planning learning activities.  | Interview qualifications evidencereferences |
| **Experience** |
| 2 | Excellent understanding of ways in which children and young people with disabilities or without disabilities need to be supported to reach their potential.  | Application, Interview, written test |
| 3 | Experience of working with children with or without special needs and planning within positive play and youth activities.  | Application, Interviewwritten test |
| 4 | Demonstrable experience of delivering Good / Outstanding provision to children. | Application, Interview |
| **Skills** |
| 5 | Visionary approach to planning and delivery of play & youth sessions both within KCA and in community events and outings which are fun, stimulating, inclusive and maximize achievement for every child. | Application, Interviewwritten test |
| 7 | Strong communication and management skills with the ability to communicate effectively to a variety of different groups such as children, parents, schools and other professionals as partners | Application, Interview |
| 8 | Ability to record, monitor and evaluate children’s progress and achievement.  | Application, Interview |
| **Knowledge** |
| 9 | Knowledge of the Keeping Children Safe, Children’s Act, Ofsted Standards, Early Years Foundation Stage Curriculum, SEND legislation and Children and Families Act., Safeguarding Children, Youth Matters and all relevant legislation regarding children. | Application, Interview |
| 9 | Able to deliver high standards in meeting health and safety requirements and an ability to ensure implementation of all relevant health and safety policies, procedures and guidelines. | Application, Interview |
| 10 | Vision to achieve good / outstanding ratings under Ofsted.  | Application, Interview |
| **Motivation and Disposition** |
| 11 | Commitment to and understanding of equal opportunities, value of early intervention, diversity and social inclusion and how to apply.  | Application, Interview |
| 12 | Flexible, positive, supportive can-do approach and responsive in a crisis. | Application, Interview |

