



JOB DESCRIPTION for SENIOR PLAY WORKER

Activity Schemes/Clubs

Base: Ridgeway School Kempston plus various activity locations

Accountable to:

- **The Group Leaders and/or Team Leader** for issues concerning the day-to-day running of the scheme.
- **The Young Person's Services Manager** has overall responsibility for the scheme and is available for any other questions you may have.

Induction and Supervision (Performance Review)

- To participate fully in the above processes to monitor progress and develop to full potential.

Job Summary:

To take responsibility for the young people allocated into your care on the scheme and facilitate their maximum participation in the activities provided. To actively assist in the: leading of an allotted team, planning, organising and facilitation of appropriate activities in collaboration with and deputizing where appropriate for the group leader.

To work with the group leader to fully brief and support the team to carry out the daily schedule. To operate within the budget allocated for the group and keep accurate records of expenditure. To contribute to the day to day running of the scheme, adhering to and ensuring adherence to policies in all work practice. To support and guide staff and volunteers. To ensure effective communication with service users and their families. To raise any risks/issues you identify with the management team.

SPECIFIC RESPONSIBILITIES

Prior to the young person(s) arriving and after leaving

- To be punctual in all aspects of the daily schedule, allowing time for necessary preparations.
- To work with group leader on a documented plan of creative activities at the start of each session.
- To assist group leader to carry out and document a risk assessment for each session, the young people and staff participating.
- To assist the group leader to organise necessary resources, including bookings and purchases, prior to the start of the session, ensuring enough time to source and purchase resources.
- To assist group leader in ensuring equipment is set up at the beginning and cleared away at the end of each session.
- To assist group leader to manage stock levels and report deficiencies to the management team in a timely manner that allows appropriate action to be taken



- To assist group leader ensuring equipment is stored away neatly and correctly. Ensuring rooms are secured e.g. lights turned off, windows, blinds and doors closed.
- To respect and look after any equipment being used, reporting damage, loss or theft as soon as practicably possible. Failure to do so may result in disciplinary action.
- To assist the group leader to manage the briefing, debriefing and forward planning of activities with the team focusing on the benefits and values of play, the needs of the young people in your care and resources.
- To assist the group leader to manage the briefing communicating details to the team of planned activities, ensuring everyone has a clear understanding of the young person they are working with, the activities and tasks expected of them.
- To value the opinions of all staff and encourage participation in activity planning.
- To work with the group leader to support all members of the staff groups and look for opportunities to develop their potential.
- To be aware of the areas that the scheme is permitted to use and respect the premises at all times.
- To assist the group leader to manage the registration process for the group.
- To assist the group leader in ensuring paperwork is collected and returned according to the designated process in line with Data Protection responsibilities.
- To assist the group leader to evaluate the play and leisure opportunities provided to the young people.
- To return the room/venue to its state prior to the start of the session.
- To ensure school property/property not owned or hired by BDCPs is not tampered with by staff or young people. Negligent use of property could result in disciplinary action.
- To assist the group leader to manage the budget allocated for the group session, being mindful of the constraints on the charity's operations.
- To step into the Group Leader Role to cover sickness/absence with the support of the Coordinator/other site group leaders.
- To lead small break out groups supported by managers or other leaders contactable or on site.
- To carry out any other tasks as directed by the management team.

When Young People Arrive/Leave

- To ensure all families are welcomed in accordance with our Equal Opportunities policy.
- To ensure that everyone is registered and signed out all young people attending the scheme and take their daily contact details.
- To ensure that all young people within the group have had the correct medications signed in and out following meds protocols.
- To ensure all young people have all the necessary equipment or care items, for their comfort and safety.
- To introduce the young person and their family to their keyworker for the day.
- To make yourself available if the group leader is not present to any parent with any concerns regarding the scheme and to advise the management team of these concerns.

When Young People Are In Attendance

- To protect your own health and safety and the health and safety of all those around you.
- To safeguard and promote the welfare of the young people in your care.



- To work alongside the group leader to actively organise the scheduled session and ensure total participation.
- To work with the group leader to continually assess the activities that are in operation and adapt them as necessary, having plans in reserve.
- To communicate daily with the parents of the young people in the group.
- To pass on any information to the Management team about your young person as necessary.
- To be responsible for any young person entrusted in your care, ensuring that you enable the young person to access the activities, and enjoy the scheme.
- To meet the personal care needs of the young people in your group, including toileting and feeding where necessary.
- To administer gastronomy feeds and medication when deemed competent and in line with training given.
- To ensure the young person is clean after eating or activities and any equipment is washed/cleaned and returned to their bags.
- To participate fully and enthusiastically in all the day's activities. To be patient with the young person you are working with
- To support, lead and supervise the team, whenever required
- To refer to Management team for any issues the group leader is unable to help your team with and follow up the response.
- To give the young people as much control and as many choices as possible.
- To ensure that if you need to leave your young person or group, even for a few moments i.e. to go to the toilet another member of staff takes temporary responsibility for the young person/group.
- To assist the group leader and team in the appropriate completion of the home/scheme book at the end of each day.
- To work with group leader to organise groups for off-site activities ensuring all relevant checks are completed and that all young people have necessary equipment/items with them.
- To professionally represent the scheme when liaising with outside organisations and to continually assess the safety of the group at all times.
- To observe staff in their pairings with the young person, looking out for staff that may need assistance.
- To relieve staff to allow them to take 10 minute breaks from their young person where appropriate throughout the day.
- To work alongside the group leader and team helping them to support the young person.
- To support staff with special needs.
- To ensure that the activities continue to allow young people full participation and adapt as necessary, supporting staff and volunteers in this respect.
- To keep the play area clean and tidy.
- To keep the staff area clean and tidy.
- To keep a full and accurate log of accidents, incidents and near-misses and ensure these are communicated to the management team. They must be processed in accordance with Data Protection requirements.



- To adhere to all policies and procedures in your working practice and commit to updating yourself on these throughout attendance at the sessions.
- To assist with any other duties of a similar level and responsibility as requested by the Management team

Prior to the scheme

- To attend an activities planning session.
- To attend the induction training prior to the activity scheme running.
- To be aware of the Young person Protection Policy, Behaviour Management Policy, Fire and Emergency Evacuation Policy and adhere to Health & Safety issues – as specified during the training sessions. To familiarise yourself with as many other policies as possible.
- To provide a positive role model for the young person attending the group. This includes suitable dress code.

Person Specification – Team Leader

Listed below are the requirements of the job in terms of what the candidate will need to offer to be able to perform the job in the first instance. The cross (X) indicates whether these requirements are essential or desirable.

Personal Qualities	Essential	Desirable
Ability to lead and work in a team	X	
Commitment to Equal Opportunities	X	
Ability to work under pressure with minimum supervision	X	
Ability to use own initiative within delegated authority and the ability to delegate to others	X	
Good communication and listening skills	X	
Ability to relate sensitively with parents/carers	X	
Experience of report writing	X	
Ability to motivate self and others	X	
Planning, organisational and time management skills	X	
Empathy with young person and young people's needs	X	
Willingness to learn about special needs	X	
Has a flexible approach to work	X	
Demonstrates enthusiasm, imagination and commitment	X	
Reliable	X	
Caring	X	
Professional	X	

Work Experience	Essential	Desirable
Management and supervision of a team		X
Experience of working with young person and young people with high support/complex needs.	X	
Ability to provide stimulating, exciting and challenging play environments.	X	
Experience in planning and managing a project	X	



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Proven previous Experience of Working in a Special Needs Play Environment.	X	
Ability to provide a wide range of practical care skills.	X	
Experience in managing challenging behaviour		X
Safeguarding	X	
Health and Safety, including risk assessments		X
Manual Handling		X
Confidentiality	X	
Managing a budget		X

Knowledge	Essential	Desirable
Cerebral Palsy		X
Epilepsy		X
Special Needs/Disability Awareness	X	
The value of play in young person development	X	
The role of the voluntary sector		X
The role of the statutory sector		X
Understanding the operations of charitable organisations		X

Qualifications	Essential	Desirable
GCSE level or equivalent		X
child care or related Qualification		X
NVQ level 2		X
First Aid		X