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**Job Profile**

**Job title**: S.H.I.P. Assistant playleader after school club

**Location**: Fairview School

**Responsible to:** General Manager, Service coordinator and supervisor

**Responsible for:** Children & young people and volunteers

**Job Type:** Sessional – term time only – Fixed till end June 2021

**Hours of work:** 2.30pm – 5.30pm – Wednesday and Thursday

**Rate of Pay:** £8.00 - £10.00 per hour depending on experience

Due to the increased demand for flexible childcare for children with additional support needs, the position for assistant playleader has become available for after school care being delivered by S.H.I.P.

**Job Summary**

S.H.I.P. are recruiting an enthusiastic and motivated assistant playleader to support children and young people aged 5-18 years with additional support needs after school. The main duties are to plan activities, facilitate play, leisure and learning experiences for the children and young people and to support volunteers in their role and ensure safe delivery of the service.

**Key Responsibilities**

As an assistant play leader you will be responsible for implementing an agreed and varied programme of activities to meet the needs of the children and young people following the direction of the Service coordinator and supervisor.

You will:

* Assist in the provision of high quality care and a comprehensive range of appropriate stimulating and creative activities.
* Have a good understanding and experience of working with children with additional support needs and be able to implement and carry out strategies to promote positive behaviour.
* Be expected to work closely with the staff to promote play opportunities and experiences within a safe and inclusive environment in a registered childcare service.
* Assist with the planning of activities, supervise and engage with the group of services users
* Ensure effective communication with all relevant individuals including the staff, volunteers, parents/carers and children/young people.
* Ensure all volunteers are motivated and supported in the delivery of the service.
* Ensure that volunteers comply with the requirements of their role as per policy and procedure.
* Assist with administering medication, carrying out personal care and dealing with any first aid or other incidents which may arise.
* Be responsible for handling any child protection concerns and reporting them to the service manager/supervisor.
* Ensure all aspects of regulations and guidance are met. Comply with and promote adherence to policies and procedures relevant to role.
* Have regard for the duty of care of information (with particular reference to GDPR 2018 and Freedom of Information Act) gained during the course of your employment.
* Keep attendance registers and record any other relevant information.
* Collect any financial records or receipts relating to the services.
* Handle petty cash.

**Qualifications and Training**

The successful candidate must have one of the following qualifications or be willing to work towards:

* HNC Childhood Practice at SCQF Level 7.
* SVQ Level 3 in Social Services (Children & Young People)
* HNC Early Education and Childcare
* NNEB
* SVQ Level 3 Playwork
* SVQ Level 3 Care Learning & Development

It would be preferable for the candidate to hold current training certifications in First Aid, Moving and Handling, Epilepsy first aid and child protection. They will be supported to access further training, if required.

As part of our safer recruitment measures, S.H.I.P. carries out rigorous checks on the right to work in the UK, qualifications, employment history, including references, and fitness to undertake the post. The successful candidate will be required to register with the SSSC and PVG scheme.

PERSON SPECIFICATION

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| --- | --- | --- |
|  | Essential | Desirable |
| Qualification in childcare or relevant field in line with SSSC requirements |  |  |
| Experience in either paid or voluntary work with children or adults with additional support needs |  |  |
| Excellent communication skills |  |  |
| Ability to use initiative |  |  |
| Ability to work as part of a team |  |  |
| Ability to contribute to planning and organisation |  |  |
| Knowledge of risk assessments |  |  |
| Excellent knowledge of child protection procedures |  |  |
| Experience in promoting positive behaviour strategies |  |  |
| Ability to maintain high standards of record keeping and administration |  |  |
| Trained in Moving and Handling |  |  |
| Trained in First Aid |  |  |
| Trained in Epilepsy First Aid |  |  |