

Little Manor Play Project JOB DESCRIPTION

Job Title:

Sessional Playwork Assistant

Responsible To:

Children's Work Manager

Responsible For:

Supervision of children

Contacts:

Playworkers
Parents/Carers
Children
Teachers
Centre Staff
Centre Users

1. PURPOSE OF JOB

- 1.1 To assist in the delivery of play programmes for children of 5-14 years of age within the setting of a project.

2. DUTIES AND RESPONSIBILITIES

- 2.1 To assist the Children's Work Manager and other playworkers in providing a stimulating play programme for children attending the project which takes account of their individual needs and interests. Contribute and refer to activity plan obtainable from the Children's Work Manager and operational policies within the Aston-Mansfield Staff Handbook.
- 2.2 To assist with the preparation and delivery of activities designed to meet the intellectual, creative, physical, emotional, cultural and social needs of the children attending the project.
- 2.3 To ensure that activities undertaken are delivered with due regard for the health and safety of children and in accordance with good childcare practice.
- 2.4 To set up the play space, including moving furniture and play equipment.
- 2.5 To work in ways that will enable the children to participate in decision-making processes in their project.
- 2.6 To be aware of safeguarding issues and to promote the rights of the child statements.
- 2.7 To assist with the support of identified children with specific needs.
- 2.8 To administer first aid when necessary.
- 2.9 To ensure that the projects equality and diversity policy is an integral part of all activities undertaken.

- 2.10 To develop and maintain good working relationships with colleagues including those within the team and school staff.
- 2.11 To participate in the overall development of the team to ensure provision of a quality service, responsive to the needs of children and their parents/carers.
- 2.12 To attend and participate in team meetings organised by the Children's Work Manager, and to attend, as requested, centre staff team meetings.
- 2.13 To maintain confidentiality of the knowledge of child/rens registration forms, understanding the context of sensitive information.
- 2.14 To be responsible for maintaining appropriate records as directed including:
- Maintaining accurate recording on the projects day sheets.
 - Maintaining accurate attendance records.
 - Maintaining accurate records of accidents and incidents.
 - Maintaining accurate records of complaints.
 - Maintaining accurate safeguarding records.
 - Maintaining accurate records of activities undertaken by the project.
 - Any other records of administration which may be required.
- 2.15 To keep the Children's Work Manager informed of issues associated with children's behaviours and involvement on the project ensuring that any concerns are immediately reported.
- 2.16 Where appropriate, to provide input towards specific records on individual children as advised by the Children's Work Manager.
- 2.17 To ensure the proper use and security of premises. Also ensure that the equipment and materials are safe and durable. If any need replacing or may cause harm, inform the Children's Work Manager.
- 2.17 To escort children to and from assigned schools safely during Term-Time.
- 2.18 To assist with the preparation and/or cooking of hot/cold foods and beverages while taking into account each child's individual dietary needs and ensuring that hygiene, health and safety standards are met. Then, to clear away all utensils and equipment that were used in the kitchen during preparation.
- 2.19 To undertake any other duties commensurate with the nature and grade of the post and provide flexibility which may from time to time be required to ensure the effective delivery of services.
- 2.20 A commitment to undertake other relevant training.