



The Hamlet– we believe all children deserve to be valued for who they are. By providing recreational, educational, and social opportunities, our children, young people and adults can be themselves and reach their full potential.

Job Description and Person Specification: Specialist Play Leader

Hours: 36 hours a week (Tuesday-Saturday)

Salary: £23,175 per annum (£12.38 per hour).

Job Description and Person Specification:

Purpose of the job:

The Play Leader will provide expertise and skill to adapt and lead the provision of high-quality play activities for all children across The Hamlet's Children's Services.

You will work directly with children and young people accessing our services supporting staff to devise individual learning plans, in the best interest of the child/ young person and their development. The post holder will work with children and young people across all ages from 0 to their 18th birthday.

Management:

The Specialist Play Leader works across all services delivered by The Hamlet's Children Services. The job is managed on a day-to-day basis by the manager for each department, but overall is line managed by the Senior Manager of Children's Services.

Role:

The Specialist Play Leader will work with the management team and other Hamlet staff to ensure that the children and young people have a range of appropriate exciting and inspiring activities that will excite and 'wow' them.

You will deliver Early Years Foundation Stage (EYFS) learning under direction of the Early Years Manager as part of the preschool team.

You will work within agreed Early Years ratios to deliver high quality Early Years Education and Childcare provision, as well as working directly with children and young people attending the Short Break provision at weekends and school holidays.

All children and young people attending Hamlet services deserve the best experience that we are able to offer in a happy and safe environment. Children/Young people must have a sense of belonging, of being welcome and be

able to grow in confidence and self-esteem. The Specialist Play Leader will support independence, choice, integration, and inclusion in the community following The Hamlet's Aims and Ethos

The building and environment:

You will:

- Ensure that the site is kept safe and secure by carrying out risk assessments before and during activities.
- Ensure that the room(s) are set up and prepared for the play sessions.
- Always maintain equipment and toys and report any damaged or faulty equipment.
- Ensure all equipment is used in accordance with user instructions.
- Ensure that children and young people use toys appropriately and safely.
- Ensure that you are familiar with Health and Safety policies and procedures, including fire safety and have practice in this.
- Lead the team to maintain a clean, tidy, and secure environment, treating buildings, toys and equipment with respect and care.

Practitioners

You will:

- Lead play opportunities and ensure all associated tasks are completed in a timely manner.
- Work within agreed Early Years and Ofsted ratios within our preschool provision to ensure appropriate staffing levels are maintained.
- Support the Short Break Manager to lead the team of short break workers in providing high quality provision for children and young people attending the Short Break service
- Be supportive and encouraging team player working with both paid and voluntary staff as well as students on placement.
- Conduct initial site inductions with new staff, volunteers and students on placement.
- Demonstrate good practises through being a positive role model.
- Contribute to staff meetings as required. Take notes as required.
- Attend training and learn new skills with which to develop an understanding of good practice as required by the Hamlet.

Activities

You will:

- Share the planning of stimulating and creative sessions that represent good practice and have been planned through consultation with the children, young people, and staff.
- Work within an agreed budget and work with other providers to source a range of activities and learning opportunities
- Work directly with children and young people attending sessions.
- Use your knowledge of the Early Years Foundation Stage (EYFS) to identify children's learning, development and next steps.
- Develop play and learning opportunities to specifically meet the individual needs of all children
- Model and support staff, volunteers and placements to engage in play activities to meet the needs of all the children.
- Carry out care routines, considering the needs of the children and their understanding.
- Act as a good role model and support staff to manage children/young people who may display difficult and/or dangerous behaviours so that they can access the sessions and be supported effectively.
- Ensure that any information or concerns regarding children is communicated with managers and staff (as appropriate in line with safeguarding policies)
- Work in collaboration with parents, professionals to produce individual learning plans for all children to meet their individual needs.
- Communicate closely with parents and staff to ensure that any changes in the child's condition are noted and recorded.
- Support parents to be able to respond to the changing needs of their children through appropriate play activities linked to development.

Children and Young People

You will:

- Be aware and understand the Children's Safeguarding Policy and ensure that any concerns about a child's safety or welfare are dealt with according to the policies and procedures of the Hamlet Charity.
- Work directly with children and young people ensuring that they all receive high quality care, support and the opportunities to develop their learning to their full potential.
- Act as a keyperson/co-key person for children attending Early Explorers preschool
- Communicate with managers and the setting SENCO to ensure that you are aware of any changes in the needs of individual children and that all records are updated accordingly.
- Work closely with the child/young people to identify their likes, dislikes and interests.

- Assist the Short Break manager with appropriate tasks such as, core assessments for new referrals to the service, interviewing new staff,
- Attend and contribute to multi-agency meetings with the family and team around the child/young person.

Record Keeping

You will:

- Support Senior staff in completing all paperwork either written or digital records as required to plan and deliver sessions.
- Ensure all records are written up as required by the Hamlet at the end of each session.
- Ensure the child/young person's file is kept up to date with all the relevant information to ensure appropriate care and support is delivered.
- Actively participate in regular supervisions and appraisals
- Understand and adhere to The Hamlet's Policies and Procedures
- Complete necessary risk assessments for chosen activities

Conduct

- At all times you are a representative of the Hamlet and must consider appropriate dress and conduct.
- Undertake other duties as required by the Children's Service.

Person Specification

Essential

- Hold a full and relevant Early Years Ofsted recognised qualifications at Level 3 or above
- Have working knowledge and experience of implementing the Early years Foundation Stage
- Have proven experience of play sessions for children and young people in an out of school setting and/or school setting.
- Have experience of working with children/young people with disabilities in a play or youth environment.
- Have experience of working with children with autism
- Understand the importance of all children's need to have fun, socialise and relax and ways in which staff can support this.
- Be prepared to use the skills you have and demonstrate an enthusiasm.

- Have an understanding of the challenges disabled, young people and their families can face daily and an appreciation of the barriers to inclusion that disabled people and their families experience.
- Have an ability to adapt and reflect on play sessions in response to the changing needs of children.
- Have excellent problem-solving skills.
- Demonstrate excellent communication with a wide range of people and abilities.
- Be an excellent team player with leadership ability.
- Have a sound understanding and experience of safeguarding with training experience.
- Have an ability to communicate with a range of people.
- Be willing to work at weekends and evenings when required.
- Be willing to undertake training as required for the role.
- Have an ability to work in a physically demanding role that involves lifting and operating lifting equipment.
- Have a satisfactory DBS check.
- Have good IT skills

Desirable

- Have a driving license, access to a vehicle and willing to drive for work purposes,