**JOB DESCRIPTION**

**JOB TITLE** Senior Playworker

**ACCOUNTABLE TO** Head of Play Service

**LOCATION** Nature Garden / Karting Track / Stockwell and Oval Adventure Playgrounds

**OVERALL JOB PURPOSE**

**1. Overall**

1. Help provide a high-quality, inclusive, play service across Oasis projects for disabled children and young people under the direction of the Head of Play Service.
2. Assist the Head of Play Service to ensure that children are effectively supported, that the service is safely run and that all appropriate risk assessments and policies are complied with.
3. Promote inclusion and disability awareness across the organisation.
4. As part of the support team, take a lead role in ensuring sessions are correctly supervised and staff are being supported as and when needed.
5. Maintain an overview of what happens across the site during sessions and be flexible and reactive when support is needed. Oversee first aid and fire warden responsibilities and ensure they are being carried out effectively by the team.
6. Assist the Head of Play Service in assigning tasks, delegate responsibilities, and coordinate activities effectively.
7. Support the play sessions when the Head of Play Service or Deputy Head of Play Service is on annual leave or paid sick leave.

**2. External**

1. Represent Oasis to the public, external stakeholders and other interested parties as required.

**3. Development**

1. Keep up-to-date with, and implement, new legislation and ‘best practice’ recommendations.
2. Undertake training and development opportunities that arise.

**4. Facilities**

1. Support the maintenance of the site and facilities.
2. Take part in regular health and safety checks of the Oasis sites (site checks) and report any issues back to the leadership team.
3. Take part in some site maintenance and site development tasks as and when necessary.
4. Ensure the site is tidy and clean and equipment is put away after every session.
5. Ensure site checks are completed correctly and signed off every session.
6. Monitor food stored onsite and ensure that kitchen, fridges, and ovens are clean and in working order
7. Check fridge and freezer temperatures regularly.

**Ensure signage around the site is regularly updated and maintained ie lists of first raiders, safeguarding notices, publicity on fences**

**5. Staff**

1. Supervise and support the development of the Playworkers during sessions when necessary and in collaboration with the Head of Play Service.
2. Assist with the administration of the Staff database and recording of hours worked by the Playwork team.
3. Report/highlight outstanding performance or areas for improvement to the Head of Play Service to ensure all teams work cohesively to a high standard.

**6. Off-site trips, visits, and visiting groups**

* 1. Support the planning and delivery of offsite trips and activities as required.
  2. Assist children and young people on the playground minibus, accompanying them on their journey home, and making sure all belongings are passed onto the family/carers.

**7. Users**

1. Liaise with users, parents, carers and others over the user’s needs, aspirations and wellbeing.
2. Regularly report back to the Head of Play Service on any needs or development of users.
3. Assist the Head of Play Service and the Short Breaks Manager with the assessment of new users.
4. Support with the recording and tracking of user’s progress in key areas on the Oasisplay monitoring systems.
5. Assist the Head of Play Service to develop session plans and activity plans.
6. Support the Head of Play Service to develop new project ideas for supported volunteers.
7. Promote an inclusive and diverse environment, where all children and staff are valued and respected.

**8. Administration**

1. Follow correct procedures and protocols for recording service users' attendance and progress, incidents, and activities, and assist in the preparation of reports as required.
2. Supporting staff with filling in and distributing paperwork, ensuring filled correctly i.e., accident or incident forms. Ensure they are filed and stored securely.
3. Add child record forms and attendances to the database.
4. Print, store, and organise all forms eg Registration forms, Accident forms etc
5. Ensure first Aid reports are given to parents after a play session.
6. Ensure First Aid boxes and supplies are checked regularly and supplies are up to date.
7. Stay informed about best practices in playwork and child development, and contribute to the continuous improvement of our play programme.

**PERSON SPECIFICATION**

**Essential**

1. Significant experience in playwork and working with disabled children, together with a thorough understanding of children’s differing needs and abilities.
2. Significant experience in managing challenging behaviour and an understanding of the needs of children who exhibit challenging behaviour.
3. Willingness to lead play sessions - Skills to intervene in and de-escalate situations involving challenging behaviour.
4. Experience managing a dynamic staff team.
5. Problem-solving and planning skills.
6. Good presentation and communication skills; both written and verbal with all key stakeholders including children, parents/carers and external bodies.
7. Willingness to work unsocial hours when the need arises.
8. A commitment to inclusive play, and to the continuing need to address social inequalities.
9. Excellent organisational and administrative skills.
10. Willingness to take part in general site maintenance and playground development.

**Desirable**

1. Experience in consulting with young people.
2. Experience in planning and delivering group activities.
3. Full clean driving licence.
4. Knowledge of the Stockwell and Oval area.

**Terms and Conditions**

1. Salary is £ 14.79 per hour
2. Pension is the employer's contribution of 3%.
3. Working hours on a contracted basis. Term time: Up to 19.50 hours per week:

* Tuesday to Friday after school club 3-6.15 pm, (3.25 hours per session)
* Saturdays 10-5pm (6.5 hours per session including 30 min unpaid lunch break)
* Playschemes: Up to 32.5 hours per week: Monday to Friday (6.5 hours per session)

1. There is a probationary period of six months before the appointment is confirmed for contracted staff, with a one-week notice period from both parties. Thereafter the appointment is terminated with one month's notice from the employee and two weeks' notice from the employer (see Contract of Employment for full contractual terms).
2. A medical report may be required before the appointment.
3. Because of the nature of the work, the provisions of Section 4 [2] of the 1974 Rehabilitation of Offenders Act do not apply. Information about convictions that for other purposes are ‘spent’ must therefore be disclosed.
4. Completion of an Enhanced DBS is a prerequisite for the job.