

JOB DESCRIPTION

POST TITLE: SESSIONAL PLAYWORKER

Hours:	As & when to provide cover at Malvern Special Families play provision as required in Malvern or Worcester - including Saturdays (09.45 - 3.45pm), and School holidays (usually 9.30-3.30)
Pay:	£9.03 per hr
Holidays:	140 hrs per year pro rata
Reporting to:	Play Services Co-coordinator/Play Leaders, Malvern Special Families
Responsible for:	Volunteers

Main purpose of role:

- To undertake play activities with children who have range of disabilities aged 5 - 19 years.
- To assist the Playwork team in running Malvern Special Families play sessions for young people aged 5 - 19 yrs; ensuring a welcoming, safe, enjoyable and stimulating environment that facilitates their development.
- To supervise individuals/groups of children or young people in a keyworker capacity ensuring their safety
- To undertake those activities necessary to meet the physical and emotional needs of individuals
- To respond positively to the needs of the children/young people, encouraging their engagement, promoting progress and praising achievements
- Actively engage in risk assessments, setting up, packing away, cleaning as necessary
- To help evaluate how our children's/young people's services best meet needs of both parents/carers of children with special needs and the children themselves, and change our services to ensure that those needs are met.

Key Accountabilities:

- To ensure a welcoming, safe and stimulating environment
- To communicate with parents/carers attending all sessions and build up a good relationship
- To assist with activities for children/young people appropriate to their needs - indoor and outdoor; including trips out, sports activities and swimming.
- To assist at an appropriate level with the general care and welfare of pupils, including personal and intimate care
- To assist in all the physical management needs of the young people including their safe positioning, hoisting and behaviour management
- To undertake play activities with children/young people and ensure everyone is included
- Ensure a safe working environment by following all relevant procedures, policies and risk assessment
- Completion of all necessary records
- To supervise volunteers as requested by Playleader

Other duties:

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities
- To undertake health and safety duties commensurate with this post and/or as detailed in Malvern Special Families' Health & Safety Policy
- It is the nature of the work of Malvern Special Families that tasks and responsibilities are, in many circumstances unpredictable and varied. All employees are therefore, expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in the Job Description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

Contacts:

In all contacts the post holder will be required to present a good image of Malvern Special Families as well as maintaining constructive relationships

Internal: Trustees, colleagues within Malvern Special Families

External: Children with disabilities, parents/carers, siblings, Early Years & Childcare Service, Social Services, Schools, Parent Partnership Service

NOTES:

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with MSF's Equal Opportunities Policy

May 14