

## **JOB DESCRIPTION**

<b>Job Title:</b>	Casual Play Worker
<b>Grade:</b>	SCL Grade 1 scp 1
<b>Responsible to:</b>	Active Community Development Officers
<b>Location:</b>	Various locations
<b>Responsible for:</b>	See Main Duties and Responsibilities.
<b>Hours of Duty:</b>	As and when required including evening and weekends

### **Purpose and Objectives of Post:**

To work as part of a play scheme team in delivering varied fun and play activities, which include a variety of creative and organised play sessions to children aged between 4 and 12 years at various venues and community settings throughout the City.

### **Main Duties and Responsibilities:**

1. To work as part of a small team in planning and delivering the programme.
2. To ensure that all the activities undertaken on the project are appropriate for the ages and abilities of the children.
3. Consult with children in order to plan activities.
4. To ensure the reasonable health and safety of children and team members during the programme.
5. To take account for and care of all equipment and materials provided.
6. To participate in the appropriate Induction training process.
7. To complete the relevant paperwork associated with the programme enabling a full and concise report to be drafted along with an accurate monitoring of events.

## **Corporate Responsibilities:**

8. To ensure high levels of professional conduct with particular reference to punctuality, dress, presentation and administration.
9. To ensure that customer care is the major priority for service provision.
10. To ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Salford Community Leisure.
11. Considerable importance is attached to the public relations aspect of all work undertaken by Salford Community Leisure staff. It is expected, therefore, that the post holder will at all times project to the public the image of the SCL as being keen to assist wherever possible and positively promote the work the SCL does across its various services.
12. SCL expects all its employees to have a full commitment to the SCL's Equal Opportunities Policy and acceptance of a personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of SCL.
13. To comply with Salford Community Leisure's behaviour framework, which is detailed below:

### **I am Professional**

I dress appropriately, I am punctual, proud, polite, approachable, responsible, accountable and reliable

### **I am Respectful**

I am always open and honest. I demonstrate trust and trustworthiness. I am inclusive, fair, caring and understanding

### **I am Knowledgeable**

I want to learn more about my job, my service and the whole of SCL. I am pro-active in sharing knowledge. I am an ambassador for SCL

### **I am Passionate**

I am flexible, adaptable, positive and enthusiastic I generate a positive and fun working environment

### **I am Solutions Driven**

I have a can-do attitude, I go above and beyond, exceeding customers' expectations. I go the extra mile, I seek innovative solutions, I work effectively with colleagues in other teams

## **Review Arrangements**

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The details contained in this job description, particularly the principal responsibilities, reflect the job content at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of individuals' jobs will change; existing duties may be lost and other duties gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, SCL will expect to revise this job description from time to time and will consult regarding such revisions with the post holder at the appropriate time.

**Date, Job, & Description Prepared/Revised:**

**March 2020**

**Prepared by:**

**Amy Hallsworth**

**Agreed by Post holder:**

**PERSON SPECIFICATION – CASUAL ACTIVE COMMUNITIES COACHES – PLAY WORKERS –  
SCL GRADE 1 SCP 1**

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

<b><u>Criteria</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>To be measured by</u></b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Interest in the care, learning and development of young children</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of play work with children in a voluntary or paid capacity</li> <li>Working towards a play worker qualification</li> </ul>	C I  I
<b>Skills/ Knowledge</b>	<ul style="list-style-type: none"> <li>An understanding of the principles of play work</li> <li>A positive approach to learning and gaining new skills through teamwork</li> <li>Enthusiasm for working with children</li> <li>Creativity to devise new ideas and engage the children in activities</li> <li>Good organisational skills</li> <li>Good communication skills with children, parents/carers and staff</li> <li>Able to demonstrate enthusiasm and good leadership skills</li> <li>Patience, punctuality, reliability and trustworthiness</li> <li>A positive approach to inclusive practice, with children, parents/carers and colleagues</li> <li>Enthusiasm for working with children and young people</li> <li>Good organisational and planning skills</li> <li>Flexibility/ adaptability</li> <li>Able to work in small teams</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within deprived communities, disadvantaged young people and ability to deal with localised antisocial behaviour</li> <li>Understand and demonstrate SCL's behaviours in your everyday work.</li> </ul>	A I  A I P  A I P  A I  A I   A I P A I P

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>To be measured by</u>
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<b>Experience</b>	<ul style="list-style-type: none"> <li>Arts participation experience with Children and Young People</li> <li>Ability to work without supervision Ability to plan sessions according to the needs / abilities of the participants Ability to evaluate and monitor progression</li> <li>Experience in organising showcases or devising and delivering 'fun day' events</li> </ul>	<ul style="list-style-type: none"> <li>experience with disabled children or of dealing with challenging behaviours.</li> </ul>	A I  A I P A I P  A I A I  A I
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Knowledge of Health and Safety at work</li> <li>Knowledge of basic First Aid.</li> <li>Experience of promoting the benefits of play.</li> </ul>	A I P A I A I A I P

**Method of assessment (\* M.O.A.)**

**A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Practical, **T** = Test, **AC** = Assessment centre