



**achieving  
for children**

## **JOB PROFILE**

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<b>Job title:</b>	<b>Play and Leisure Worker (casual)</b>
<b>Grade:</b>	<b>FS 7- 9</b>
<b>Job family:</b>	<b>Family Support</b>
<b>Directorate:</b>	<b>Prevention and Early Help</b>
<b>Reports to:</b>	<b>Home and Community Support Manager/ Scheme Coordinator</b>

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### **VISION FOR ACHIEVING FOR CHILDREN**

*Achieving for Children is passionate about ensuring the best possible outcomes for children and young people and will deliver the services they need to live safe, happy, healthy and successful lives.*

### **CONTEXT**

Achieving for Children was created by the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames and is commissioned to deliver children's services on behalf of the two local authorities. Our vision for Achieving for Children is simple: by bringing together professional expertise from the two founding local authorities, and by putting children and young people at the heart of everything we do, we will be able to deliver improved outcomes for families and give children and young people the best start in life.

Achieving for Children is divided into seven key business areas: Children's Social Care; Education; Early Help; SEN and Disabilities; Health Partnerships; Standards and Improvement; and Finance and Resources. Each business area is led by a Director or Associate Director who reports to the Chief Executive Officer. The Disabilities and SEN Service includes the following Business Units: Disabled Children; SEN; Educational Psychology; Sensory Impairment Service and Portage.

The Disabled Children's service provides support for disabled children, young people and their families that have a range of needs including complex health needs, challenging behavior, communication needs and severe learning difficulties

Achieving for Children continually reviews its structure and business practices in order to provide the best possible services for children, young people and their families, in the most effective and efficient way. As a result, the key tasks in any job profile may be varied

and the post-holder will be expected to take on such variations and duties consistent with the level of responsibility of the post.

## **PURPOSE AND RESPONSIBILITIES**

The role of a Play and Leisure worker is to assist the group leader by providing a safe, stimulating and enjoyable play or leisure environment for children and young people with a disability.

### **Job content is listed below:**

1. Provide a warm and friendly environment which will meet the overall developmental needs of the children and young people attending.
2. Greet parents, children and young people on arrival and collect necessary information to inform the child's care plan. Provide feedback to parents at the end of the day.
3. To have an awareness of parent/carers needs and communicate effectively.
4. Encourage positive self esteem for all children/young people and ensure equal opportunities are effectively implemented at all times.
5. Encourage children to participate in group activities to develop intellectual and social skills.
6. Escort children/young people to off site visits/activities.
7. Ensure knowledge of each child/young person through their personal profile and understand how to meet their support needs.
8. Provide care for child/ young person with a disability in accordance with the child's individual care plan.
9. Provide 1:1 support for children/young people where necessary.
10. Where required provide and carry out personal care needs for children/young people while respecting their rights and dignity at all times.
11. Work under the supervision and direction of the group leader and within the procedures and policies for the service.
12. At the start of the session provide children/young people with resources as directed by team leader.
13. Encourage children/young people to use various resources and experience a range of activities

14. Ensure that children/young people access the resources properly and safely and all resources are returned to the appropriate storage area at the end of each session.
15. Undertake housekeeping tasks, to include tidying room, wash up plates and cups and check toilets to ensure they are left clean and tidy.
16. Undertake other duties and responsibilities appropriate to the play and leisure worker post that may reasonably be required from time to time.

**General**

17. To engage in induction, core and personal development training, supervision groups and appraisals as appropriate.
18. Champion the promotion of diversity and equalities in the development and delivery of services and in all aspects of people management.
19. Ensure the wellbeing of employees and service-users by actively promoting and complying with health and safety regulations, policies and procedures.

**VALUES AND BEHAVIOURS**

Evidence that you put children and young people first.	Essential	Interview
Evidence that you work in partnership to improve services.	Essential	Interview
Evidence that you focus on quality and innovation.	Essential	Interview
Evidence that you listen and learn to develop the organisation.	Essential	Interview
Evidence that you champion inclusion and value diversity.	Essential	Interview

**QUALIFICATIONS**

Childcare/Youth Work/Play work qualification NVQ 2 or equivalent in relevant field	Desirable	Application form
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First Aid Qualification	Desirable	Application form
MIDAS driving license	Desirable	Application form

### **EXPERIENCE**

Experience of direct working with children/young people.	Essential	Application Form and interview
Experience of direct working with children with a disability in a health, education, social services or voluntary sector setting	Desirable	Application form and interview

### **KNOWLEDGE, SKILLS AND ABILITIES**

Understanding of the importance of play.	Essential	Application form and interview
Ability to work 1:1 and use own initiative and to make use of advice /supervision.	Essential	Application form and interview
Ability to communicate effectively with a range of children, families and professionals.	Essential	Application form and interview
Ability to contribute to a programme of activities, which is safe and stimulating for children and young people.	Essential	Application form and interview
Ability to show awareness about issues relating to a range of disabilities.	Essential	Application form and interview
Ability to keep accurate records and maintain confidentiality.	Essential	Application form and interview
Demonstrate why health and safety are important in employment and service delivery.	Essential	Application form and interview
Demonstrate the skills required to effectively support children/young people with a disability.	Essential	Application form and interview

Ability to develop positive relationships with children/young people with a disability.	Essential	Application form and interview
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This job profile is provided for guidance only. It will be reviewed, updated and amended in accordance with the changing needs of Achieving for Children and the specific requirements of the role.