



Job Description & Person Specification

- Support Playworker (West Lothian) –

Post:	Support Playworker (West Lothian)
Base:	West Lothian
Line Managed by:	Playscheme Manager
Salary:	£12 per hour
Details of the role:	Ongoing seasonal work with opportunity to work with children and young adults throughout the year.
Hours:	To be agreed with Playscheme Manager
Scheme Dates and Shifts:	<p>Summer 2024: 1st July - 1st August (Mon- Thu each week)</p> <p>Easter 2025: Tuesday 8th April – Friday 11th April & Monday 14th April – Thursday 17th April</p> <p>Summer 2025: 30th June – 31st July (Mon – Thu each week)</p> <p>Usual Playscheme hours are between 08:30 and 15:30. These may differ on occasion.</p>

This post requires PVG scheme membership

Applicants who are not members of the PVG scheme should be prepared to join before commencing employment.

1. Purpose of the Post:

- To look after children and young people at a playscheme and provide them with opportunities for fun, play and social interaction.

2. Playscheme Aims:

- To increase confidence among parents, children and playscheme workers/volunteers, so children with widely differing abilities can benefit from meeting and playing together.
- To offer good play experiences to children with learning disabilities and other special needs in a safe environment.
- To offer a worry-free break to parents.

3. Responsibilities/Tasks:

1. General - Playscheme

a. You should arrive at the venue by a given time. This provides an opportunity for you to organise your groups matching for the day and reassure the volunteers about their children. Children's profiles will be available for all to check out the specific needs of their child. Other Play Workers may be bus escorts so ensure you deal with anything from the other groups necessary.

b. This time also provides an opportunity to get the equipment ready or activities organised before the children arrive and it also means that you are available to welcome the children and to show them where to put their belongings.

c. Get to know the children, there will be information sheets available for you to look through, but do not forget to ask the children what they would like to do!

d. Make sure the children are comfortable, that they are reminded and supported with toileting. Change pads regularly and when needed.

e. Help children with eating and drinking where help is needed.

f. Help children to clean up after activities. At the end of the day, share responsibility with other volunteers for cleaning and tidying up the playscheme premises!

g. Please respect confidentiality. Do not discuss any of the children or their families' outwith the playscheme.

h. Report any breakages or damage to the playscheme manager.

- i. It can be difficult for a parent to entrust their child to our care. Earn their trust by making sure you follow any reasonable instructions they give you, but always bearing in mind the playscheme's good practice guidelines for the supervision of children. If you have any concerns these should be discussed with the play leader as soon as possible.
- j. Keep parents informed. If you have any contact with them (e.g. Bus Escorts), tell them about what has happened during the day – things that have gone well and also any difficulties. Ensure you fill in the daily note for parents of the child you have worked with on that day and put it in the child's bag.

2. General – Leisure Schemes

- a. The leisure schemes operate in a more flexible manner to the playscheme and may or may not have activities arranged in advance.
- b. You may be working 1:1 with a young person, or looking after a small group.
- c. In cases where there is no pre-arranged activity, each young person will have a small budget to spend as they choose during the day. Play Workers will help them to do this and choose appropriate activities.
- d. Typical activities might include going to bowling, swimming or playing sports.
- e. Play Workers are responsible for ensuring the young peoples' safety during the day and for making sure they arrive home at the correct time.
- f. Play Workers will need to assist young people with personal care as and when required.

3. Support/organisation

- a. You are responsible for the health, safety and wellbeing of volunteers and children/young people allocated to you.
- b. You should ensure that you find the time each day to check out that your volunteers are okay. You should be modelling good practice in your own work with the children and ensure that you are challenging any poor practice in the volunteers.
- c. You will support the volunteers in training and at the end of day meetings.
- d. Talk to the Manager of your group if you are experiencing any difficulties with your work or if you have any worries. Do not keep problems to yourself!
- e. If you have any concerns about the physical, emotional or sexual abuse of children or young people please tell the Manager immediately.
- f. Support each other! We welcome and value differences in sexuality, age, health, disability, race and religion.

4. Outings

- a. You may be the responsible person on outings/trips. If this is the case you are responsible for the health and safety of everyone on the trip. You will be required to complete trip/outing checklist and risk assessment confirming whom you have on the trip, medication accidents incidents etc.

4. Patterns of Work

- Usual play/leisure scheme hours are between 08:30 and 15:30. These may differ on occasion.

5. Other Duties

- This job description is not intended to be exhaustive and the post holder may be required to perform other duties on occasion.

6. Confidentiality

- High standards of confidentiality are required in relation to the roles, tasks and responsibilities described above.

This job description may be amended following discussions with the postholder and with the approval of the Head of HR

Support Playworker - Person Specification

What The Action Group looks for in an applicant:



<p>Continuous Professionalism:</p>	<p>This means fulfilling commitments, acting in a very professional manner, and believing in values of choice and opportunity for all.</p>
<p>Developing Self:</p>	<p>This means having the desire to learn new things and constantly improve your own working practice</p>
<p>Empowering People:</p>	<p>This means being able support others in a practical way whilst respecting their needs, choices and dignity</p>
<p>Building and Maintaining Relationships:</p>	<p>This means demonstrating the ability to develop trusting relationships with others using fun and play</p>
<p>Analysis & Decision-Making:</p>	<p>This means making sensible decisions using all information available to you at the time</p>
<p>Working in Partnership:</p>	<p>This means working effectively as a team and sharing information with outside parties (e.g. parents) as required</p>