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| Job details | | | | | |
| Job title: | | **Senior Playwork Leader** - Shakespeare Walk Adventure Playground | | | |
| Reporting to: | | SWAPA Management Committee | | | |
| Hours: | | ***Hours****: 35hrs p/w term and holiday play scheme (must include site open hours)* ***Site Opening****:* Tuesday to Friday 3:30pm - 7pm and Saturdays 12pm - 4pm  ***School holidays***: Monday to Friday 11am – 6pm  **Annual leave cannot be taken during funded school holidays.** | | | |
| Salary: | | £24,570 per annum (Inc. London Waiting) | | | |
| Job description | | | | | |
| Purpose of the post: | | | * Work with Shakespeare Walk’s board of volunteer trustees, to support them with all aspects of organisation and governance, including writing reports, minute taking, attending trustees’ meetings. * Manage the day to day running of the playground * Includes ensuring the setting up of the play environment & that daily site checks, project diaries registration & numbers are completed at the end of each session * Publicising the service via website and social media, dealing with emails, correspondence and enquiries * Implementing monitoring and evaluation for funders including updating the IYSS database * Maintain a safe, creative and stimulating, educational environment for children’s play where every child feels welcome and is considered important * This includes all risk assessments are in place for specialist & outdoor activities & that children are included in the development of the play menu * Take overall responsibility for health and safety and child protection issues within the playground * Ensuring that all staff act in accordance with SWAPA protocols & Procedures * Develop appropriate programmes offered by the playground including after school, weekend and holiday provision in accordance with the needs of children in the area * This includes active consultation with children & Young People throughout the year & ensuring that comments book & suggestion boxes are in use and encouraged to be used * Establish strong links with the community & other agencies and service providers * Regular contact with local schools and supporting organisation; this should include Hackney Ark, Hackney Learning Trust & H.P.A network | | |
| Management: | | | **Working with the management**   * Promote good practice throughout the provision and ensure that policies, procedures and protocols are actively adhered to and to safeguard the users, families, staff, management and visitors to the playground | | |
| Main duties and responsibilities: | | | **Manage a staff team**   * To supervise and motivate staff individually through regular supervisions, target setting and annual appraisals * To ensure that a schedule is agreed and that all staff are provided with agreed times and that records are kept and signed off with the M.C. and stored in Personnel Files * Hold regular timetabled team meetings - in which tasks are delegated to ensure that all staff are actively involved in the development of the playground, and to ensure the positive dissemination of relevant information to staff * That records of meetings are made available to the M.C. at regular Trustee meeting along with the Playworkers report * To proactively address and assist with staff support needs and development, including ensuring they undertake the appropriate training * 1st Aid, Safeguarding, H&S, Risk Assessment etc. * To ensure adequate staffing levels are in place for all sessions * That staffing requirements for holiday periods are planned for in advance and within budget | | |
|  | | | **Playground Development**   * Develop and maintain an exciting, challenging and varied play environment which allows children to take part in continually changing and adapting their Playscape * To ensure that the play environment is well resourced with the appropriate equipment, materials, resources & loose parts that will enable the rotation of play types and meet the needs of the Play Menu available * Use observation, reflective practice and regular team meetings to assess the play needs of the children attending the playground to inform every aspect of the running of the playground * Ensure that project diaries are kept and that outcomes for play are effectively recorded to keep the vision of activity clear and bright for active reflection & review process * Work with parents/carers to encourage their positive involvement in the playground * Build network opportunities for Parental inclusion & membership of SWAPA * Positively promote the playground within the borough, the local community & the Wider Social Context to actively work within the Playwork Principles, the Play Charter and the Every Child Matters Agenda. * To attend the Hackney Play providers Network meetings & all relevant Multi-agency network meetings as appropriate and to work with the Management committee to identify & prioritise time accordingly * Keep up to date with the latest developments and theories in play and playwork, as well as strategies and initiatives at national and local levels * To be pro-active in regards, own and all staff & Volunteers continuing professional development and to work with the management committee to identify positive in-house opportunities to develop creative learning/team building experiences   **Playwork**   * To provide a range of appropriate creative, stimulating environments and activities which cover the play types and reflect the needs of all children * Ensure that a range of activities are planned, prepared, delivered and evaluated by staff and volunteers for each session * To use low intervention and high response methods to create a child led environment which is harmonious and non- authoritarian and to establish co-operative relationships with and between children and young people. * Provide evidence through Playworkers report and evaluation of sessions & programs that provide a clear picture of the service * Promote play types that are inclusive and reflect the needs of all children * To provide an action plan that is pro-active in response to the inclusion of local disabled children & young people into their local playground   **Maintenance**   * Liaise with maintenance play leader on all site equipment inc. play structures; gardening; building and fencing * Responsible for all admin duties – staff records; risk assessments; reports * Regular staff meeting * As CP & First Aid officer – keeping staff and volunteers updated with procedures an policies   **Personal development**   * To take part in any service training as required & to support the M.C to deliver the appropriate in-house training to keep up with best practices * Team Building, Safeguarding, Annual Planning & Service Reviews * To actively participate in own supervision and appraisal objective setting and work alongside the M.C. to enhance and promote best practices * To take responsibility for maintaining own professional requirements and ensuring that all required learning is recorded and followed up in regular supervision * It is a requirement that the play leader is up-to-date on all legal requirements of the post and that any refresher requirements are brought to the M.C.’s attention well in advance of any expiration dates   **Undertake additional or other duties that may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the management committee.** | | |
| Person Specification | | | | | **Essential** | **Desirable** | |
| **Qualifications** | | | | |  |  | |
|  | | Recognised play qualification at a minimum level 3 | | |  | **✓** | |
|  | | Certified in 1st Aid, child protection and food hygiene | | |  | **✓** | |

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| **Experience** | |  |  |
|  | Experience of playwork with children aged 5 to 15 years in a multicultural urban environment | **✓** |  |
|  | Experience of managing a successful play site or having deputised for a Playwork Leader. | **✓** |  |
|  | Experience and understanding of the principles behind adventure playwork | **✓** |  |
|  | Experience of liaising with parents/carers of children attending play provision and promoting positive relationships | **✓** |  |
|  | Experience of managing a team of staff – including supervisions & appraisals | **✓** |  |
|  | Experience of fundraising | **✓** |  |
|  | Experience of structure building in an adventure playground |  | **✓** |
|  | Experience of building partnerships |  | **✓** |
|  | Experience of working with a charity board of trustees |  | **✓** |

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| **Knowledge** | |  |  |
|  | Knowledge of Health & Safety issues relating to all issues concerning children and provision of an adventure playground, including Child Protection, care standards and risk assessment process | **✓** |  |
|  | Knowledge of child development (social, physical, psychological and emotional) in relation to play development, play behaviour, play types | **✓** |  |
|  | Knowledge of Ofsted standards and inspections |  | **✓** |
|  | Knowledge of Quality Assurance methods and how to assess play provision |  | **✓** |

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| **Skills** | | |  |  |
|  | Ability to lead and motivate a staff team | | **✓** |  |
|  | Ability to effectively manage a budget and keep appropriate records | | **✓** |  |
|  | Ability to create and maintain administrative records | | **✓** |  |
|  | Ability to manage a busy adventure playground. | | **✓** |  |
|  | Ability to provide an environment which children are able to continually change and adapt | | **✓** |  |
|  | Ability to work with children and young people in a manner which reflects playwork intervention styles to ensure their enjoyment and overall development | | **✓** |  |
|  | Willingness to undertake structure building and maintenance of structures which will involve working at heights and using a range of tools and power tools. | | **✓** |  |
|  | Ability to cope with challenging behaviour from children and parents | | **✓** |  |
|  | Ability to represent the Interests of children, to attract support politically, locally and financially, to communicate the value of the Adventure Playground to children, the community and society as a whole | | **✓** |  |
| **Personal Qualities** | |  |  |  |
|  | Reliability, humour, warmth, tolerance and patience, flexibility, empathy, courage, responsiveness, sensibility, realism, vision, caring and understanding, a sense of justice, non-judgemental, objective, a sense of direction, a willingness to work hard at whatever you do, adaptable! | | **✓** |  |
|  | Able to work both as a member of a team and also autonomously | | **✓** |  |

Shakespeare Walk Adventure Playground

Registered Charity Number 1156526

