



JOB DESCRIPTION

JOB TITLE: Play Group Leader

HOURS: 25 Hours per week

SALARY: £10.55 per hour (44 weeks)

BASED: Dry Arch– Dungiven

RESPONSIBLE TO: The Dry Arch Children's Centre Management Board, through Centre Manager

JOB PURPOSE:

The Playgroup Leader will be responsible for the day to day running of the playgroup sessions to ensure safe, stimulating play and to provide for the needs of the whole child.

This will involve planning, preparing and delivering play based activities appropriate for children aged 3 - 4 years

- To plan short, medium and long term planning for the group
- The assessment, monitoring and recording of individual children's development
- Responsible for the management and development of the Playgroup Assistants including the allocation and monitoring of work, appraisal and training
- To develop the playgroup in terms of reputation and growth.

KEY AREAS OF RESPONSIBILITY

- Provide safe, stimulating group play to meet the social, linguistic, creative, physical, imaginative, emotional needs of each child.
- Establish productive working relationships with children, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all children within the Playgroup.
- Organise and manage appropriate learning environment and resources.
- Select and prepare resources to take account of the children's interests, language and cultural background.
- Manage liaison with parents and other relevant bodies to gather the necessary information, for Health Visitors, Social services and auditors to ensure that the playgroup is satisfying all the necessary legal and statutory requirements
- Plan appropriate play-based activities for individual children, taking account of guidance from the Early Years Specialist.
- Monitor, evaluate and adjust individual plans as appropriate as the children reach their next stage in their development.
- Manage record keeping systems and processes and record progress and achievements in activities systematically and providing evidence of range and level of progress and attainment.
- Take responsibility for the development and implementation of appropriate behaviour management strategies appropriate for the age and ability of the children in the group. Provide and maintain equality of opportunity for all children and their families.
- Encourage and enable parental involvement in the group
- Take time to listen and respond to children and encourage them to develop
- Comply with and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to an appropriate person.
- Hold regular team meetings with managed staff.
- Undertake induction/appraisal/training/mentoring for other Playgroup Assistants as required.
- Represent your Playgroup at management/other meetings when required.
- Deal with visitors to the group.
- Participate in training and other learning activities as appropriate.
- Ensure that there are good standards of hygiene and that equipment is safe and regularly checked for repair.
- Responsible for keeping up – to –date records as stipulated by social services and the Department of Education and adhere to the social services registration regulations.
- Essential to attend relevant training.
- Take part in and help with the organisation of special events, outings and visits.
- A knowledge of GDPR regulations and processes.

GENERAL DUTIES

- Attend training, supervision and development opportunities as directed by the Line Manager in order to develop skills and knowledge and keep up to date with developments in the field of Therapeutic Services to Children.
- Attend appropriate Safeguarding training.
- Attend meetings and produce verbal and written reports as requested by the Line Manager.
- Adhere to all Centre policies and procedures

EQUALITIES

- The post-holder must be aware of and support difference and ensure that children have equality of access to opportunities to learn and develop.
- S/he must have an understanding of and commitment to equal opportunities and anti-racism.
- S/he must actively challenge discrimination and social exclusion, being responsive to the cultural and social diversity of the reach area.

POLICIES & PROCEDURES

- The post-holder must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and follow correct reporting procedures.

Every member of staff has a duty to keep children safe.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of Dry Arch Children's Centres Ltd. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION

1. Qualification

ESSENTIAL

- Level 3 or equivalent and at least 3 years' experience in a similar role

2. Knowledge and Experience

- Proven experience of working in a pre-school setting
- Sound understanding of child development, and of children's needs
- To be an enthusiastic role model to all staff and children, demonstrating good practice and professionalism at all times
- Ability to plan and implement a pre-school curriculum, taking into account the Codes of Practice, child protection procedures and equal opportunities' considerations
- Demonstrable and detailed knowledge of current legislation relevant to the early years
- Ability to work with parents and families to encourage their involvement
- Ability to effectively market the pre-school to maximise occupancy levels and fee income
- Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives
- Commitment to equal opportunities and an understanding of equality and diversity issues.
- Ability to write clear reports.
- Working knowledge of the statutory, community and voluntary structures and established networks;
- Knowledge and skills of monitoring and evaluation.

3. Skills and Abilities

ESSENTIAL

- Excellent interpersonal skills with a high standard of oral, written and organisational skills to include presentation delivery, report writing;
- Ability to work under pressure, prioritise and meet tight deadlines;
- Ability to work on own initiative as well as working effectively as part of a team;
- Ability to build and maintain professional positive relationships with staff and build rapport with families.
- Ability to plan work and deliver activities to a high standard within set targets and budgets;
- Ability to adapt to changing circumstances and needs;
- Ability to reflect constructively on practice and to manage needs;
- Ability to motivate others to see improvement;

- A positive attitude;
- A desire for high expectations and standards for self and others;
- Highly proficient in the use of all Microsoft Office applications;
- Willingness and ability to be flexible and occasionally work evenings and/or weekends;
- Drivers licence and access to a car;

4. Other

ESSENTIAL

- Flexibility including willingness to adjust working hours to meet the needs of the centre and to work some weekends as required in meeting the needs of the local community.

This post is classed as having a high degree of contact with children or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. Employment to this post will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. You are also required to confirm whether anyone in your household is disqualified from working with children and vulnerable adults.