

## Job description – After School Club Playworker

### Organisational details

YMCA Sports and Community Centre  
Princes Road  
Redhill  
Surrey  
RH1 6JJ  
T 01737 779979

YMCA East Surrey is a charitable company limited by guarantee and also a registered provider of social housing.

Charity registration no. 1075028

Company registration no. 03716594

Registered provider no. 4854

Posts are based at the above address or at:

YMCA Sovereign Centre  
Slipshatch Road  
Princes Road  
Reigate  
RH2 8HA  
T 01737 222859

**Directorate:** Children & Young People

**Responsible to:** After School & Holiday Club Coordinator

**Job purpose:** To offer play opportunities with the child/young person at the centre during After School Club. To provide support and offer each child/young person stimulus in a creative and appropriate play environment considering current play values.

### Main responsibilities

- ▶ To participate in the safe delivery of the After School Club provided by YMCA East Surrey.
- ▶ To assist senior staff in the play setting to ensure its smooth and reliable operation
- ▶ To be responsible for collecting a group of children from their school and either walking or coming on the minibus with them back to the YMCA
- ▶ To contribute to the planning, organisation and delivery of activities, ensuring they are adapted where appropriate to be accessible to all children to the best of their abilities
- ▶ To work as part of a team of play workers and volunteers to ensure that the service provided is high quality and appropriate for the service users
- ▶ To ensure that all of your working practices operate within the organisational health and safety and procedures in particular with regard to your direct work with children attending the YMCA activities and to ensure that safeguarding and child protection policies are always adhered to
- ▶ To supervise the play environment to ensure physical and emotional/personal safety for all children/young people attending. This includes keeping records of any accidents or injuries that may occur and any medication administered (upon parents written consent)
- ▶ To work as part of the team, initiate programmed activities, alongside additional free-play opportunities including sports, arts and crafts, games and creative play
- ▶ To ensure that all children/young people on their arrival are welcomed and feel comfortable and valued enabling the development and improvement of self esteem , self confidence and positive experiences
- ▶ To provide and supervise the hygienic provision of refreshments for the children/young people, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds and allergies

- ▶ To ensure that play materials, equipment and play spaces are maintained, kept safe and stored appropriately in line with current procedures
- ▶ Assist in packing up of play equipment, at the beginning and end of each session

## Discretion to act

Long-term decisions and major changes will be made by the Head of Children & Young People. The After School & Holiday Club Coordinator will be your immediate supervisor; you will also take direction from the Senior Playworker / Play Leader at the scheme. As part of effective working practice, you will be expected to be able to reflect on your working performance and record and document appropriate detail through daily record keeping.

## Relationships

The After School Club Playworker is part of the Children & Young People team. Line management on a daily basis will be provided by the After School & Holiday Club Coordinator. You will have monthly one to ones and an annual appraisal which will help decide on your priorities and objectives. Attend staff training and complete all post training as required. You will also be expected to:

- ▶ Attend meetings as appropriate and contribute to staff debriefs
- ▶ Ensure continuity of service within the Children & Young People structure
- ▶ Create and support partnerships with parents, children/young people, and other professionals and outside agencies in the wider community

## Environment

YMCA East Surrey is an independent charity, affiliated to the National Council of YMCAs, that has been responding to local need since 1870. Our aim is to help individuals to reach their full potential, especially those who are vulnerable or face disadvantage.

YMCA East Surrey operates primarily in the area served by Reigate and Banstead Borough Council, but also offers services in Epsom and Ewell, Mole Valley, Tandridge and West Sussex. Our four main centres are:

- ▶ YMCA Sports and Community Centre, Redhill
- ▶ YMCA Sovereign Centre, Reigate
- ▶ YMCA Hillbrook House, Redhill
- ▶ YMCA Family Centre, Horley

We also run two supported move-on accommodation projects in Redhill and Merstham.

Our friendly team of over 130 staff and volunteers deliver services and projects across three main areas:

### Children and Young People

- ▶ Y-Kids After School Club, Holiday Club & recreational activities incl. trampolining, gymnastics, football and dance
- ▶ Yippee and Yip4Youth short break play and youth schemes for children and young people with disabilities
- ▶ YMCA Horley Family Centre
- ▶ YMCA Pre-schools
- ▶ Y-Tots Crèche
- ▶ Early help youth work incl. youth clubs and street-based youth work
- ▶ Disability sports and social activities
- ▶ Volunteering opportunities, training and mentoring for young people
- ▶ Heads Together, free counselling service for young people

### Health and Wellbeing

- ▶ Fitness gym and group exercise classes
- ▶ Disability sport sessions
- ▶ Exercise Referral for adults with chronic health conditions or rehabilitating from an injury or illness
- ▶ Health Promotion services incl. NHS Health Checks, weight management sessions and free guided health walks
- ▶ Challenge fundraising events incl. large community events such as the annual Fun Run and Santa Run

## Housing Services

- ▶ YMCA Hillbrook House, supported accommodation for homeless young people incl. advice, support and access to a range of services to encourage independent living
- ▶ NextStep, a rent deposit guarantee scheme assisting families and individuals at risk of homelessness into sustainable, private rented accommodation
- ▶ Move-on accommodation for young people as a step towards independent living

Please visit our website or read our annual review for more information about YMCA East Surrey's work in the community - [www.ymcaeastsurrey.org.uk](http://www.ymcaeastsurrey.org.uk)

## Terms and conditions

**Hours of work** – Monday to Friday 14:45 – 18.15 during term time only.

**Salary** - £4,619.16 – £6,947.65 per annum including holiday pay for 17.5 hours over 39 weeks.

Casual work is also available. Rates of pay are £6.11 - £9.19 per hour depending on age.

Overtime is expected to be available during school holidays

**Annual Leave** – Four weeks (pro rata) plus bank holidays. Holidays increase after two years service to a maximum of five weeks pro-rata after six years service. The holiday year runs from 1 April to 31 March each year. Due to the nature of the role, annual leave is to be taken during school holidays.

Casual staff will be paid 12.07% holiday pay for each shift worked.

**Benefits** – For contracted staff, the post holder will be entitled to free use of the YMCA East Surrey fitness centre in Redhill and half price YMCA childcare for dependents. YMCA East Surrey also operates a Bike to Work Scheme.

There is free parking available at our sites.

**Pension** - There is a YMCA East Surrey pension scheme - details available on request.

## Closing date and interviews

Applications will be assessed on receipt and interviews offered to shortlisted candidates.

**Person specification**

**Qualifications, training and understanding**

<b>Essential</b>	<b>Desirable</b>
	NVQ Child Care/play work level 2
	Clean driving licence

**Experience**

<b>Essential</b>	<b>Desirable</b>
Experience in managing children and young people’s behaviour in various situations	Experience of delivering activities or playwork with children with learning or physical disabilities
Understanding and commitment to equal opportunities	Experience of planning, organising and carrying out tasks, e.g. music, drama, art, cooking sessions

**Abilities, skills and attitude**

<b>Essential</b>	<b>Desirable</b>
Knowledge of the importance of play in child development (aged 4 – 12) and (13-16)	Car Driver
Ability to work independently and as part of a team.	Ability to manage the integration of children with complex needs or a disability into mainstream provision
Ability to manage time/resources	Working knowledge of assisting children/young people aged 5 -16 with complex needs or a disability
Ability to monitor and maintain safe working practices.	
Knowledge of safeguarding and child protection legislation	

**Personal**

<b>Essential</b>	<b>Desirable</b>
Commitment to the YMCA’s Aims and Purposes	
Willingness to work flexible hours	
Meet all criteria of Children Act 1989 and 2004 Act	