

### Job Description - – Play Leader

Autism Concern's play schemes are committed to safeguarding and promoting the welfare of children and young people and expect all staff, play leaders, play workers and volunteers to share this commitment.

#### **JOB DESCRIPTION**

1. To be responsible to Autism Concern Trustees and be supervised by the Playscheme Co-ordinator.
2. To conduct themselves at all time in a professional, courteous, helpful, warm and consistent manner.
3. To be aware of Ofsted standards for out of school care and conversant with all Playscheme policies based on these guidelines. Ensure that they undertake relevant training to enable them to take responsibility for putting these policies and procedures into practice. To ensure the welfare of children and that all statutory requirements are met.
4. To complete and submit Ofsted forms for vetting as required as person responsible for day to day management of Play scheme.
5. To ensure all records and policies as required by Ofsted are secure but easily available on site.
6. To display both knowledge and understanding of Autism issues and a commitment to treating all children as individuals and with equal concern and respect.
7. To provide full care for the children, including collection from parents on arrival on the scheme, and ensuring that the children are collected by a named adult at the end of each day. Ensure that an emergency contact number is known. Ensure relevant medical records have been read and appropriate medical forms and all permission slips have been signed and medicines administered and recorded correctly.
8. To provide safe, creative, appropriate play opportunities, plan the structuring of the environment, organise the programme, prepare activities, and supply of refreshments as appropriate. Ensure that all equipment is clean, organised and fit for use, and is returned to store in such a way that it is ready for subsequent use. Ensure that disposable items are kept separately and are cleared away at the end of each scheme. Ensure that broken equipment is taken out of operation and

reported to the Playscheme co-ordinator so that replacements can be purchased. Devise play plans that address the needs of the child and help develop each child's social and communication skills. Prepare activities appropriate for each child. Organise the children into suitable groups, taking into account their individual needs and behaviours and share these plans with staff.

9. The Play leader will arrange briefings before and after a session where they and Play assistants are able to discuss and contribute in a positive manner. The Play leader should encourage everyone to contribute to the development and quality of the programme of activities provided.
10. To manage and lead a team of play assistants. To be involved in the recruitment and appointment of team members. To be involved in the induction programme. To organise on a day to day basis a team of play workers. To ensure that space is made during the working day for staff to take regular breaks, ensuring that no member of staff exceeds the legal limit of six hours consecutive work without a break.
11. To be responsible for ensuring staff are conversant with and follow all policies and procedures.
12. To take overall responsibility for behaviour management including use of physical interventions if necessary. To be responsible for ensuring completion and reviewing of all incident and accident forms and that all health and safety procedures are in place and records are kept.
13. Play leaders will have regard for maintaining appropriate dress and personal appearance for working with children and with awareness of health and safety issues.
14. Play leaders are responsible for ensuring all staff are aware of the designated Child protection officer and that it is a statutory requirement that whenever staff have reason to suspect that a child is at risk of abuse or neglect they must report it to safeguard the child and promote their welfare.
15. To work within an agreed budget. To purchase the best quality materials/consumables available within that budget e.g. good quality snacks and fewer additives etc.
16. To be responsible for day-to-day financial administration. Ensure that Autism Concern's representative is provided with any details required to enable book-keeping to be conducted in a thorough manner, in accordance with stated procedures, therefore aiding future funding.
17. Encourage parental involvement and support. Maintain close liaison with parents, schools and childcare-related agencies especially prior to each scheme, so that each child's needs can be fully met. To attend meetings as appropriate.

18. Carry out responsibilities and activities within an Equal Opportunities framework.
19. Take part in an annual review to ensure the schemes demonstrate best practice and ongoing training needs are identified.

## **PERSON SPECIFICATION**

Excellent organisational and communicative skills.

A minimum qualification of level 3 or equivalent  
Experience working with 5-16 year old autistic youngsters.  
2 years experience of day care/ play work

An understanding of good quality childcare and the Ofsted National Standards for out of school care.

Hold a current certificate in positive handling strategies e.g TeamTEACH

Hold current certificates in First Aid, Child protection, Health and safety/ risk assessment, Lifesaving

A commitment to Equal Opportunities.

To have been trained in the TEACCH approach or have Special Needs experience.

Ability to communicate at all levels.

Some experience of administration.

Ability to manage and lead a team.

Ability to work on own initiative.

Current full driving licence and MIDAS certificate.

To hold a current CRB check.

## **WORKING CONDITIONS**

Daily 8am – 4pm with half an hour for lunch

An additional 4 hours per week to organise activities and staff

Pay is £7.05 an hour

Additional hours for induction training and liaison with Play scheme co-ordinator.