

Job Description

Title:	Playscheme Leader
Responsible to:	Activities Co-ordinator / Services Manager
Responsible for:	Playscheme Senior Workers Playscheme Assistants Playscheme volunteers and student placements
Location:	Leeds Mencap, The Vinery Centre Leeds LS9 9LU
Hours:	38.5 per week
Weekly pattern of work:	Monday - 8am – 4pm Tuesday - 9am – 4pm Wednesday - 9am – 4pm Thursday - 9am – 4pm Friday - 9am – 4.30pm
Additional hours prior to Playscheme starting:	6 hrs planning for the playscheme 2 hrs for pre visit for new children/young people starting the playscheme. 2 hrs planning meeting with Activities Co-ordinator/ Senior Workers Hours for induction/training (this to be confirmed at a later date).
Pay:	£11.13 per hour
Contract:	Funding secured until March 2022 (initially)

Purpose:

Leeds Mencap offers a range of services for children and families. We currently offer playschemes for children/ young people aged 4 -18 years old with additional needs and disabilities. We provide fun and creative activities that excite and inspire children and allow them to have a variety of experiences regardless of their disability. Our playschemes are open to children and young people with a wide range of support needs.

We are recruiting to the post of sessional Playscheme Leaders – you will be joining two of our existing Playscheme Leaders to run a playscheme programme in the school holidays. You will be required to commit to running 2-3 weeks of playscheme each year in Easter half term (April) and summer half term (August)

You will lead a team of three Senior Playscheme Workers, and a varied team of sessional Playscheme Assistants, Volunteers and Student Placements.

Internal Relationships: Activities Co-ordinator
Playscheme Senior Workers
Playscheme Assistants
Playscheme volunteers and student placements

External Relationships: Service users (children and young people)
Parents/carers
Other agencies at external venues

Role Profile:

The Playscheme Leader is responsible for planning and delivering Playschemes for children with a learning disability and providing records for reporting purposes at the end of each play scheme.

The post holder is responsible for maintaining a physical environment that is a clean, tidy and secure for children, staff and visitors, ensuring all Risk Assessments are in place prior to the scheme commencing and to ensure that all staff is fully informed of the findings.

The post holder will plan programmes with a wide range of activities, including off site visits/activities appropriate to the needs of the children, ensuring that all trips and visits comply with the Health and Safety regulations and that all venues have been risk assessed before visiting.

The post holder will provide care and supervision to the children attending the playscheme and liaise with parents/carers as necessary prior to and during the playscheme to ensure they fully understand the needs of the child eg relating to medication, food, behaviour. They will ensure that daily records are kept for each child and any additional record keeping is completed in a timely manner.

For further information about the role please contact the Activities Coordinator Dana Headley via email dana.headley@leedsmencap.org.uk or 0113 2351331.

Responsibility Profile:

- Responsible for planning and delivering a programme of activities for young people with additional needs/ learning disability. Ensuring that children with a variety of support needs are able to participate fully in activities such as games, sports, arts and crafts, baking, visits to museums, farms and other places of interest.
- The post holder will liaise with parents/carers as necessary prior to and during the playscheme to ensure they fully understand the needs of the child e.g. relating to medication, food, behaviour.
- Playscheme Leaders are also required to be available to meet new families for pre-playscheme visits at the Vinery centre when required
- Playscheme Leaders will lead planning meetings with playscheme senior workers prior to playscheme and ensure that activities are planned and suitable for the range of needs and interests of the children/ young people attending the playscheme.

- Playscheme Leaders to have oversight of all staff, volunteers and student placements on playscheme – ensuring that they are given appropriate tasks to complete and giving the correct guidance/ direction to complete the task to a high standard.
- Playscheme Leaders to ensure that staff ratios are maintained during playscheme and children/young people are allocated the appropriate level of support to ensure they are safe whilst attending the playscheme
- To lead and work as part of a strong team, committed to excellent service delivery to meet the needs of the children/young people.
- Provide continuous monitoring for all service users, maintain staff ratios and report any safeguarding concerns immediately to Activity Co-ordinator / Services Manager.
- The Playscheme Leader will ensure that all children's personal care is being completed by the staff team and will assist with personal care as required. The Playscheme Leader will draw up changing rotas in advance of the playscheme.
- The Playscheme Leader will be responsible for signing in and out children's medication, ensuring it is stored appropriately during playscheme. The Playscheme Leader will ensure that only trained staff carries out interventions and that the correct paperwork is completed.
- The Playscheme Leader may be required to undertake medication training and give medication as needed to meet specific children's needs.
- The Playscheme Leader will plan off site visits/activities appropriate to the needs of the children/young people, ensuring that all trips and visits comply with the Health and Safety regulations and that all venues have been Risk Assessed before visiting.
- Maintain confidentiality of information about all children and families attending services
- Adhere to all Leeds Mencap policies and procedures including ensuring that anti-discriminatory practice is maintained by all staff, volunteers and service users.
- Ensure that core training is kept up to date and to be willing to attend training put on by Leeds Mencap to maintain their skills for the role
- Playscheme Leader to manage an agreed budget for activities during the Playscheme and provide all the required financial records to Activity Co-ordinator / Services Manager at the end of the Playscheme.

Person Specification

Playscheme Leader

Detailed below are the types of skills, knowledge and experience that are required of applicants for this post, based at The Vinery Centre, although activities may take place at other venues.

The essential requirements indicate the minimum requirements.

The points detailed under desirable may be used to distinguish between acceptable candidates.

Knowledge / qualifications		Ess	Des
1	NVQ Level 3 or equivalent in play work, child development or related topic	*	
2	Knowledge of issues facing families who have a child or young person with special needs.	*	
3	Knowledge of child protection/safeguarding children procedures	*	
4	Completed learning disability specific training such as Understanding Autism, Makaton etc.	*	
5	Team teach or other positive handling/ de-escalation training		*
6	Knowledge of child development	*	
Experience			
7	Experience of working with children and young people who have special needs and/or a disability	*	
8	Experience of leading a team of paid and volunteer staff	*	
9	Experience of working with people/families from all backgrounds and sectors of society		*
10	Experience of managing children with challenging behaviour and the use of positive handling techniques	*	
11	Experience of supporting young people with their medical needs such as gastrostomy care, epilepsy and colostomy care		*
Skills			
12	Skills to lead and direct a team, delegate and allocate tasks to make best use of each team member	*	
13	Ability to use judgment and initiative. Ability to respond to a changing situation rapidly	*	
14	Ability to communicate effectively with children and young people with a range of needs and with parents/carers and professionals	*	
15	Provide a child centered environment and sensitivity to the needs of individual children	*	

16	Can plan and lead high quality games, activities, arts and crafts to meet the interests and needs of children and young people on the play scheme	*	
17	Able to work with people in an anti-discriminatory manner	*	
18	To maintain confidentiality for all service users	*	
19	An understanding of the experience of children/young people with a disability and their families including the barriers to inclusion	*	
20	Accurate record keeping and report writing	*	

This post is subject to an enhanced DBS check.

All candidates must be eligible to work within the UK.