JOB DESCRIPTION

JOB TITLE: Play Development and Support Worker

BASED: Dry Arch Children’s Centres – Dungiven and Limavady

RESPONSIBLE TO: Dry Arch Family Support Manager

PAY SCALE: NICVA Scale 3, Signal Point 16 (pro – rata)

**JOB PURPOSE:**

The Play Development and Support worker will have responsibility for developing and organising play and learning based groups for children aged 0-12 and their families; this includes session planning, sourcing appropriate resources, delivery, monitoring and evaluation; matched to individual or group needs, in consultation with various individuals. In addition the post holder will have the responsibility for reporting against set objectives.

This is an early intervention programme that will also work with children through the transition from nursery/preschool into P.1 and P.2.

The post holder must:

* Promote the engagement of parents in their children’s development, learning and wellbeing
* Ensure the effective and efficient delivery of information, advice and support to parents of young children in order to improve outcomes for children aged 0-12 and their families.
* Improve the integration and building of community relations and supporting the delivery of services on a community based, social economy basis.

**MAIN DUTIES:**

1. Provide a warm welcome to families and professionals accessing the Dry Arch Children’s Centre Group’s programmes and services.
2. Develop and deliver appropriate activities for children and families within a range of settings to include Ante Natal Communication, Developmental Baby Massage, Baby Reflexology, Baby/Toddler Yoga, Stay and Play Sessions, Sensory Play, Story and Rhyme Time and to support the delivery of parenting programmes including Family Links Nurturing, Solihull Approach, Weaning etc.
3. Plan sessions giving regard to the Early Years Foundation Stage and Children’s Developmental needs and evaluate services.
4. Provide accurate information by phone, email, in writing and in person to the families and professionals who contact the Dry Arch Children’s Centre Group.
5. Ensure that the Dry Arch Children’s Centre Group has up-to-date information, resources and advice available to parents in an accessible format, and to ensure that parents are sign-posted to appropriate support.
6. Plan, deliver and evaluate sessions and activities to encourage the engagement of parents in their children’s learning, development and wellbeing.
7. Ensure that services and activities offered across the Dry Arch Children’s Centre Group are of high quality.
8. Encourage effective parent participation and effective dialogue with parents at centre services.
9. Develop effective outreach links with local community groups such as Parent and Toddler Groups and Early Years Settings.
10. Help to identify groups/individual families who need more intensive support and to signpost them to SureStart, the Dry Arch Hub and Family Support Workers.
11. Assist in keeping records of all activities and record attendance at programmes and services and report against set objectives.
12. Ensure risk assessments are carried out prior to delivering services in line with Health & Safety policies and procedures.
13. Keep appropriate records of enquiries and any information given to families within the data protection guidelines.
14. Collect information on the extent of parent involvement and satisfaction with services in order to monitor take-up and evaluate its reach and effectiveness.
15. Assist in the production and distribution of publicity materials using appropriate technology and software.
16. To conduct home visits to families accessing the services.
17. Promote and represent the Dry Arch Children’s Centre Group as required.

##### GENERAL DUTIES:

1. Attend training, supervision and development opportunities as directed by Sure Start Manager in order to develop skills and knowledge and keep up to date with developments in the field of children’s services and parent support and information.
2. Attend appropriate Safeguarding training.
3. Attend meetings and produce verbal and written reports as requested by Sure Start Manager.
4. 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.***

**TERMS & CONDITIONS**

* 30 hours per week during term time (44 weeks per year)
* Fixed Term- 10 month post
* **Travelling within the local areas including Ballykelly and Greysteel**
* Light lifting of furniture and resources