



JOB DESCRIPTION

JOB TITLE: Playwork Supervisor - YMCA After School Club

SALARY: £24,687 pro-rata (YMCA Range E pt 7)

plus 5% employer's pension contributions & Benenden Health cover

HOURS OF WORK: 30 Hours Per week

CONTRACT: Permanent

RESPONSIBLE TO: Playwork & Early Years Manager and Deputy Manager

LOCATION: YMCA After School Club Bangor, High Street
OR YMCA After School Club Bangor West,
Crawfordsburn Road (Note: Postholder may be
required to carry out supervisory duties across
both sites)

JOB PURPOSE:

To supervise the day-to-day organisation and running of YMCA After School Club including planning, monitoring and general running of each session, supervision and training of the staff/volunteer team, administration, and safety of the service working within the agreed policies and procedures of YMCA North Down.

KEY RESPONSIBILITIES:

The post encompasses the General Management and Leadership of the After School Club based on the common core skills and knowledge in the areas of Safeguarding children & Child Development, Effective Communication, and Developing the Service. The Supervisor will be responsible for the outworking and attainment of the Childcare Minimum Standards.

JOB TASKS:

Safeguarding Children & Child Development

- Provision and promotion of a safe and caring environment.
- Responsibility for designated safeguarding duties and appropriate training.
- Providing safe, creative play opportunities for 16+ children of statutory school age up to the age of 11 years old, and be involved in programme planning.
- Be able to administer first aid.
- Be responsible for the care and maintenance of equipment, ensuring that Health and Safety Standards are met.
- Carry out risk assessments on planned activities.

- Ensure monthly fire drills are carried out.

Effective Communication

- The Supervisor holds a lead role in establishing rapport, trust and respectful relationships with the children attending the session and their parents/guardians.
- To act as the main point of contact and communicate effectively with parents and carers. To ensure Club and organisation information is passed on appropriately.
- To ensure that staff/volunteers communicate appropriately. • To be aware of the Club organisational policies and procedures and ensure these are being carried out effectively.
- To be aware of and understand the procedures and legislation relating to confidentiality issues, apply them in the Club and understand the limits to confidentiality.

General Management

- Preparation, set-up and take-down of daily play opportunities in conjunction with other members of staff/volunteers.
- Providing care for the children, including collection from school and safe delivery to parents or named carers at the end of each day.
- Administration duties, financial administration, and to assist with the upkeep of accurate records on a daily/weekly basis.

Leadership

- Supervision of the children, team of Playworker Assistants, volunteers and/or trainees.
- Actively work towards building the team and facilitate team meetings and ongoing communication.
- Provide individual supervision with the staff and volunteer team. • Attend quarterly team meetings and monthly supervision meetings. • Carry out annual appraisals.

Developing the Service

- To encourage and actively promote parental involvement, networking and facilitate parents information meetings.
- Liaising with parents, schools and other childcare play related agencies. • Promoting and publicising the service within the local area and schools. • Assisting in completing relevant funding applications and related funding administration.
- Assist in the preparation and development of the project to retain SEHSCT registration and passing the Club's Annual Inspection.
- Outworking and attainment of the Childcare Minimum Standards. • To undertake any relevant training as considered necessary by the After School Club Leader or the General Secretary/CEO - training may take place out of work hours.
- Any other duties, as required by the Playwork Manager or the General Secretary/CEO.



PERSON SPECIFICATION

ESSENTIAL CRITERIA:

Qualifications

- QCF Level 5 Childcare qualification or equivalent (i.e. playwork, childcare or teaching) or working towards this qualification
- Relevant safeguarding and first aid training qualifications

Experience

- At least 6 month's experience as Supervisor.
- At least 2 years' experience in a paid or voluntary capacity of working in a playwork or childcare setting, within the last 5 years.

Physical

- Good general health.
- Ability to participate in active pursuits with children.

Knowledge and Skills

- Competent computer and IT skills.
- A clear understanding of good quality childcare, and ability to implement within the Childcare Minimum Standards.
- A clear understanding of Risk Assessment and Health & Safety when working with children.
- Ability to supervise safe, creative play.
- Good interpersonal, communication and team-working skills.
- Good administration and ICT skills.

Personal Qualities

- Committed to working to the Aims and Purposes of the YMCA. •
- Committed to working within an equal opportunities framework. •
- Sensitive to the need for confidentiality.
- Self-motivated, and able to work independently and use own initiative.
- Willing to participate in further playwork and/or leadership training.

Personal Circumstances

- Ability to work flexible and extended hours, including mornings during holiday periods.
- Clean, current driving license, and access to transport.

DESIRABLE CRITERIA:

Experience

- Experience of working in partnership with other community, children's and

government agencies.

Knowledge and Skills

- A clear understanding of current childcare and child protection legislation.

Training

- The Playwork Supervisor may be required to undertake a part-time course leading to a professional qualification.

Note - The post is subject to a successful SEHSCT Fit Person's interview.

