



Job Description

TITLE: SPECIAL NEEDS PLAYLEADER

LOCATION: Stepping Stones Opportunity Group,
The District Specialist Centre, Longfield Children's
Centre, Broadcloth Lane Trowbridge

ACCOUNTABLE TO: This post reports through the Keyworkers to the Playroom Management Team

HOURS: 16 hours per week

Purpose:

The Playleader will work as part of a Multi-disciplinary team to provide a safe and stimulating environment for children with Special Needs.

To liaise closely with the Keyworkers to ensure the successful outcome of each session for individual children.

The children who attend Stepping Stones have been referred with specific but varied Special Needs. It is the role of the Playleader to work alongside a multi professional team in providing the necessary level of support that each child requires and implementing their individual programme.

Main Duties include:

To contribute to and share in the planning of sessions to cover all areas of learning and support each child's individual targets.

To feedback and share with Keyworkers strengths and opportunities to improve future sessions.

Under the direction of the key worker when necessary to take responsibility for the smooth running of all activities within the playroom.

To support the preparation and setting up of each play room and the tidying away and organisation of each room following each session. Ensuring that equipment is stored safely

To make sure that all the equipment used is safe and clean and in a good state of repair.

To attend both staff and planning meetings and to implement planned programmes into each session to help encourage children's development.

Attend Training sessions as required.

As required to be responsible for a small group of children working at a particular activity.

To contribute to and evaluate the success or failure of activities.

To record all observations in the children's individual files.

To share information about a child with the keyworker particularly any information passed on by parents/carers, which may affect the child while they are at Stepping Stones.

To share information about each child's play skills, emotional, physical and cognitive development.

To be intuitive to the children's wellbeing and share all concerns with a Keyworker.

To promote the safety of the children through adherence to safety procedures and safeguarding procedures.

Supervision of children at mealtimes under the direction of a Keyworker.

Preparation and clearing away the break time trays.

Supervision of children in the toilet and following any toilet training programmes.

Changing nappies as required.

To have an understanding of the Early Years Foundation Stage curriculum and Ofsted guidelines.

To be flexible in your approach to work and to undertake any other duties that may be required as a Playleader.

To participate in and contribute to the ongoing Quality Assurance programme in place in the setting.

CONDITIONS:

The post holder will be required at all times to

1. Respect the confidentiality of all information verbal or written to which she/he may be party to whilst carrying out their duties.
2. Adhere to the policies of the Opportunity Group.
3. Act within the terms of registration under the Children's act. Reporting any or all concerns to the Management Team.
4. This position will be subject to an Enhanced Level DBS Disclosure – subject to eligibility in accordance with legislative criteria

PERSON SPECIFICATION:

Minimum requirement is an NVQ Level 2 or equivalent in Childcare. However the most valued criteria for this post is being able to work with initiative as part of a team.

Ability to maintain confidentiality

Sense of humour

Flexible approach

Good General Health

Sound common sense