

## POST TITLE: SESSIONAL PLAYWORKER

<b>Hours:</b>	As and when - to provide cover at Malvern Special Families play provision as required in Malvern or Worcester. To include Saturdays (9.30am – 3.30pm) & School holidays (usually 9.30am - 3.30pm).
<b>Pay:</b>	£12.30 per hr (£13.78 incl. holiday pay)
<b>Holidays:</b>	140 hrs per year pro rata (paid monthly in addition to hourly rate pro rata to hours worked)
<b>Reporting to:</b>	Service Manager, Playleaders and Malvern Special Families (MSF) CEO & Trustees

### Main purpose of role:

- To be responsible for the health, safety, welfare and wellbeing of children attending the MSF clubs.
- To work alongside your keywork child/children, undertaking the duties necessary to always ensure their safety and wellbeing.
- To undertake safe play activities with children who have range of disabilities and individual needs.
- To assist the playwork team in running MSF clubs for children aged 5-11yrs or 11-17 yrs; ensuring a welcoming, safe, enjoyable, and stimulating environment that facilitates their development.
- To respond positively to the needs of the children, encouraging their engagement, promoting progress and praising achievements.
- Actively engage in risk assessments, setting up, packing away, cleaning as necessary.
- To help evaluate how MSF children's services best meet needs of both parents/carers of children with disabilities and special needs, and the children themselves. To change our services to ensure that those needs are met.
- To ensure all concerns are passed on promptly in the appropriate manner.
- To report any safeguarding concerns promptly following MSF's Safeguarding and Child Protection Policy and Procedures
- Ensure constant supervision of the children in your care - ensuring you keywork child is always supervised by yourself or a named member of the team, should you need to leave the room/area. Playworkers must never assume that the rest of the team is responsible for their keywork children. Responsibility must be verbally handed over and agreed.

### Key Accountabilities:

- To directly support and work with children at agreed venues.
- To ensure that all paperwork is completed accurately and promptly.
- To sign in and out on the club register and accurately complete timesheet records.
- To ensure a welcoming, safe and stimulating club environment.
- To communicate with parents/carers attending all sessions and build up a good relationship.
- To assist with activities for children appropriate to their needs in both indoor and outdoor settings, including trips out, sports activities and swimming.
- To assist at an appropriate level with the general care, safety and welfare of children, including personal and intimate care.
- To assist in all the physical management needs of the young people including their safe positioning, hoisting and behaviour management.

- To undertake play activities with children and ensure everyone is included.
- Ensure a safe working environment by following all MSF procedures, policies and risk assessments.
- Completion of all necessary records.
- To support volunteers as requested by the Playleader.

## Other duties:

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities.
- To undertake health and safety duties commensurate with this post and/or as detailed in Malvern Special Families' Health & Safety Policy.
- It is the nature of the work of Malvern Special Families that tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises, so that tasks which are not specifically covered in the Job Description are undertaken as required. These additional duties will normally be to cover unforeseen circumstances or changes in work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.
- To sign up to the DBS Update Service following your DBS with Malvern Special Families and select automatic renewal.

## Contacts:

In all contacts the post holder will be required to present a good image of Malvern Special Families, as well as maintaining constructive relationships.

Internal: CEO, Service Manager, Playleaders, Trustees and all colleagues within Malvern Special Families.

External: Children/young people with disabilities, parents/carers, siblings, Early Years & Childcare Service, Social Services, Schools and Parent Partnership Service.

## NOTES:

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users, in line with Malvern Special Families' Equal Opportunities Policy.

We promote a culture of excellence at our clubs. Due to the nature of support required by many of our children, we ask that staff have a minimum of 1 years' experience of working with young people with special needs and disabilities, including autism and challenging behaviour.

We are an equal opportunities employer.

Safeguarding children is paramount. All posts are subject to an enhanced DBS check and 2 satisfactory references.

This position requires an enhanced DBS check, it will be a condition of your employment that you have subscribed and continue to subscribe to the DBS Update Service. New employees to the Charity are required to pay the annual subscription (£16) to the DBS Update Service.

**8 April 2025**