Job Description

POST TITLE: SESSIONAL PLAYWORKER

Hours: 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) and evening youth groups (6.15pm-8.45pm).

Pay: £12.80 per hr (£14.34 incl. holiday pay)

Holidays: 140 hrs per year pro rata (paid monthly in addition to hourly rate, see above)

Reporting to: Service Manager, Playleaders and Malvern Special Families CEO & Trustees

Responsible for: Volunteers

Main purpose of role:

- To undertake play activities with children who have range of disabilities aged 5 – 17 years.
- To assist the Playwork team in running Malvern Special Families play sessions for young people aged 5 -11yrs or 11-17 yrs.; ensuring a welcoming, safe, enjoyable, and stimulating environment that facilitates their development.
- To supervise individuals/groups of children or young people in a keyworker capacity, ensuring their safety.
- To undertake those activities necessary to meet the physical and emotional needs of individuals.
- To respond positively to the needs of the children/young people, encouraging their engagement, promoting progress and praising achievements.
- Actively engage in risk assessments, setting up, packing away, cleaning as necessary (our clubs are all pack away settings).
- To help evaluate how our children/young people's services best meet needs of both parents/carers of children with additional needs and the children themselves. To change our services to ensure that those needs are met.

Key Accountabilities:

- To ensure a welcoming, safe and stimulating environment.
- To communicate with parents/carers attending all sessions and build up a good relationship.
- To assist with activities for children/young people 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 and welfare of children/young people, 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/young people and ensure everyone is included.
- Ensure a safe working environment by following all relevant procedures, policies and risk assessment.
- Completion of all necessary records.
- To support volunteers as requested by the Playleader.

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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' Equality & Diversity 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 children or young people with additional needs and disabilities, including autism and behaviour that challenges.

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. Staff are encouraged to subscribe to the DBS Update Service.

10 March 2026