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Support and friendship
for families

Home-Start Reading

Play-leader Job Description & Person Specification – Updated February 2017

The Play-leader's main focus is to provide a safe and inclusive environment for the attending children to thrive by being offered a wide variety of activities which will help promote their physical, emotional, social and intellectual education and care.

Home-Start is a voluntary organisation committed to promoting the welfare of families where there is at least one child under five years of age. Volunteers offer regular support, friendship and practical help to families under stress in their own home, helping to prevent family crisis and breakdown. Home-Start Reading also runs two Family Groups which are supportive, confidential and inclusive.

Job Title: Home-Start Reading Play Leader
Employer: Home-Start Reading's Board of Trustees
Responsible to: Home-Start Reading's Manager

Main purposes of the job

The Play-leader will be required to:

- organise and supervise safe, age-appropriate play activities for pre-school children at the Family Group sessions
- be present at the venue from 9.00am to prepare the room and stay until approximately 12 noon, to allow time for clearing the room
- allow two hours per week to plan and prepare each session for activities suitable to the range of ages of the attending children and for recording observations on children's participation after each group meeting
- have regard to Home-Start Reading's health and safety policies and procedures in all aspects of work
- make available activities which are intellectually stimulating and provide maximum opportunities to run alongside the Early Years Foundation Stage guidance and any other projects specifically being run at any time eg Big Hopes Big Future, I-can, health topics etc.
- evaluate and monitor children's progress in the prescribed form in line with live projects
- contribute to data feedback, when necessary, in line with current funded projects relating to the development of the attending children



LOTTERY FUNDED

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- ensure inclusivity by recognising the children's birthdays and by marking all significant celebrations eg Christmas, Eid, Deepavali and Hanukkah etc
- tailor craft activities in line with significant days eg Chinese New Year, St Patrick's day, St David's day, pancake day, Mother's day etc
- develop and maintain good trusting relationships with the children and their carers
- encourage parental involvement and support through the development of effective carer relationships
- draw in parents to participate in craft and musical activities/storytelling so that they are confident in using these resources in their own homes with their children
- promote positive behaviour, self-control and independence through behaviour management strategies and helping to develop the children's social, emotional and behavioural skills
- look out for particular difficulties individual children may be experiencing in their play and development and discuss these with the Family Groups' Co-ordinator
- maintain a good stock of toys and keep the toy cupboards clean and tidy. Immediately discard any toys or equipment which are broken or unsafe
- select and purchase suitable play materials, in consultation with the office to ensure that such materials cannot be sourced for free.
- attend planning meetings with Family Groups' Co-ordinator as required
- attend annual appraisals with the Manager
- attend training specific to your role such as Safeguarding Children and that related to any projects being funded in conjunction with the Family Groups work
- to ensure that any accidents involving the children are reported to the Family Groups' Co-ordinator and recorded in the accident book
- report any concerns about the welfare of an attending child, to the Family Group Co-ordinator or the Manager **without delay**, in line with Home-Start Reading's Safeguarding policies and procedures
- share good practice, tips and ideas with other Play Leaders

All members of staff at Home-Start Reading are required to adhere to Home-Start Reading's policies. In particular:

- Safeguarding and Promoting the Welfare of Children,
- Safeguarding and Promoting the Welfare of Vulnerable Adults,
- Confidentiality Policy,
- Equality, Fairness and Diversity
- Health & Safety

Play-leader Person Specification

- Previous experience of caring for or working with under 5 year old children.
- An understanding of the Early Years Foundation Stage
- A positive approach to learning and gaining new skills through training opportunities
- A positive and enthusiastic attitude in the importance of Early Years and recognition of its use can improve children's experiences and life-chances by maximising their opportunities
- Ability to prepare and carry out inclusive and safe play activities with under fives
- Ability to identify problems experienced by children
- Ability to work as part of a team
- Ability to communicate positively and effectively with parents in the Family Group
- Good organisational, record keeping and planning skills
- High standards of hygiene around food and toys
- Knowledge of appropriate play equipment and resources to be purchased for group
- Ability to source on-line supportive resources
- Physical demands of the job include lifting play equipment; tables and chairs and getting down on the floor with children