

IPOP JOB DESCRIPTION

Title:	Support Playworker
Salary:	£7.00 per hour (probationary), then £8.00
Hours:	Zero hours (casual employment)
Responsible to:	Club playleader and IPOP line manager
Responsible for:	Disabled child or young person
Base:	IPOP Office

Job Summary:

- To facilitate the inclusion of disabled children in local play provision (e.g. play-schemes, after-school clubs and youth clubs) by providing support to individual children and/or small groups of children.
- To encourage the provision of high quality play facilities by participating as a full team member in whichever club(s) you are placed.

Training & Shadowing:

- All employees must undertake essential training sessions as outlined in the Staff Handbook and Training Policy.
- New employees will spend a period of time working alongside an experienced Support Playworker (shadowing) in order to gain experience.
- Only once training and shadowing are complete, and the employee's line manager is satisfied that an appropriate level of competence has been achieved, will the employee receive the higher rate of pay.

Duties & Responsibilities:

- To assist the playleader in providing a stimulating play programme for individual and/or small groups of disabled children attending the club, which takes account of the children's individual needs and interests.
- To ensure that parents receive regular, positive and helpful feedback on their child's activities.
- To undertake basic care functions for the child/ren where necessary (e.g. toileting, feeding, medication).
- To collect the child/ren from school or from school transport.
- To work in ways that will enable the child/ren to participate fully in the club, e.g. by including the child/ren in decision-making processes.
- To participate fully as a member of the club by attending club meetings and carrying out duties as directed by the playleader including from time to time

substituting for other Club or Support Playworkers so that the child can be more fully included.

- To promote an awareness of children with different abilities among children and adults who have contact with the club.
- To develop and maintain good working relationships with colleagues including those within the club team, IPOP team, parents and other professionals involved with children in your care.
- To attend training and IPOP team meetings and to help clubs develop their skills base with regard to work with disabled children by reporting back.
- To report any developments or concerns about particular children to the playleader or the IPOP team as appropriate.
- To attend any school or club reviews relating to children in your care as required and report back to the playleader and the IPOP team.
- To ensure any accidents/incidents are reported in line with the club's policies and procedures.
- To support and promote equal opportunities.
- To adhere to all of IPOP's published policies and procedures.
- To carry out other such duties as appropriate within the scope of the post as may be required from time to time.

Any offer of employment is subject to:

- Appropriate eligibility to work in the UK.
- Two satisfactory references, one from your most recent employer.
- An appropriate enhanced Criminal Records Disclosure from the CRB.

PERSON SPECIFICATION

<u>Requirements:</u>		<u>Essential/Desirable:</u>
Qualifications:	NVQ play/youth work qualification or equivalent, or working towards.	D
Experience:	Work with disabled children and young people or those with SEN.	D
	Experience of working with children /young people in a play/youth setting.	D
Skills:	To work on own initiative.	E
	To be able to write reports.	D
	To devise and adapt activities.	E
	To work as a member of a team.	E
	Confident communicator.	E
	Willingness to undertake training.	E
	A flexible and creative approach to inclusion.	E
Equal Opportunities:	Demonstrate an understanding of equal opportunities.	E
	Understanding of the issues related to disability and inclusion.	E
	An understanding of IPOP's aims and values and a willingness to work towards full inclusion.	E