

CAMBRIDGESHIRE COUNTY COUNCIL

PERSON SPECIFICATION

Job Title:	Club Leader
Directorate:	People Services
Service:	Community Support Services
Reports to:	CamPlay Coordinator / Assistant Coordinator
Grade:	Scale 5
Location:	Countywide
Hours:	20 hours p/w

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

Education, Qualifications & Training

Essential

- Level 3 Play Work, Early Years, Health and Social Care or a childcare related qualification.

Desirable

- Level 3 Education and Training (previously Preparing to Teach in the Life Long Sector)
- Evidence of Mandatory and up to date Training:
 - First Aid
 - Safeguarding
 - MCA/DoLs
 - Moving and Positioning of Individuals

Knowledge & Experience

Essential

- Relevant experience of working with children, young people or adults with a wide range of disabilities. Have completed or be prepared to complete SENCO training.
- Experience of leading a staff team.
- Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. Have completed or be prepared to complete ENCO training.
- Knowledge and understanding of safeguarding principles. Have completed or be prepared to complete safeguarding training.
- Knowledge and understanding of Ofsted requirements. (removed National Standards)
- Knowledge of health and safety guidelines within this service area including Moving and Positioning, First Aid, Positive Behaviour Support, Food Hygiene and Infection Control.
- Relevant experience of working in a Play Work environment.

Desirable

- Knowledge of the principles of supervising and mentoring workers. Monitor and support workers to ensure they remain appropriately skilled to undertake their role.
- Knowledge and experience of multi-agency working.
- Knowledge and experience of accurate record keeping.

Skills and Attributes

Essential

- Excellent interpersonal skills, including listening, verbal and written communication.
- Ability to remain calm in emergency situations.
- Work within set guidelines, policies and procedures.
- Form and build open and honest relationships within a team setting.
- Enthusiasm and ability to motivate staff.

Desirable

- Ability to contribute new ideas and suggestions to aid service development.
- Experience and ability to coach and mentor staff.
- Willingness to accommodate and lead change.

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JOB DESCRIPTION

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Service: Community Support Services

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Grade: Scale 5

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Hours: 20 hours p/w

Job Purpose:

To manage a team, providing safe and fun play activities for disabled children and young people at Saturday, Holiday and Community clubs across Cambridgeshire, fostering a child centred approach. To take responsibility for planning, preparation and delivery of Clubs. All staff operate within the framework of policies and procedures set out by the department and relevant governing bodies. The job is countywide at various CamPlay Saturday, Community and Holiday clubs.

Principle Accountabilities:

1. To lead a team providing a reliable, child centred play and club environment for children and young people with physical/learning disabilities, to help them reach their full potential. Plan, oversee plans and provide a variety of activities, adapted to meet individual children's needs and promote independence, social skills and inclusion.

Manage the provision of stimulating experiences for the children and young people ensuring a good balance of activities to sustain children and young people's attention and development. [25%]

2. Attend staff induction, and further training essential to the role. Participate in and support the induction and training of all staff. With full support from the Co-ordinator/Assistant Co-ordinator, follow all of Cambridgeshire County Council and Community Support Services policies and procedures, in accordance with governing bodies. [20%]
3. Create a safe, child centred environment through formal risk assessment and throughout each session. Respond appropriately to emergencies, following detailed procedures laid down by the department. Undertake risk assessments and health and safety checks. Be alert for early signs relating to health and safeguarding issues reporting all concerns to the Co-ordinator/Assistant Co-ordinator. Monitor the behaviour of staff to ensure sufficient good practice and care at all times for service users. Alert the Co-ordinator/Assistant Co-ordinator to complex and contentious service issues. [20%]
4. Assist with the maintenance of staff rotas. If required organise extra agency staff to ensure staffing levels are safe. [10%]
5. Lead staff briefing and de-briefing sessions, trouble shooting as required. Evaluate the day during de-briefing session. Ensure that staff are fully updated regarding all children and young peoples needs. Ensure that accurate records are kept and shared appropriately. [10%]
6. Provide staff with positive behaviour support strategies. Model good practice by leading, mentoring and motivating the team. Ensure only trained staff undertake the support of personal care and complex health care tasks, ensuring dignity and privacy is maintained at all times. Oversee the administration and recording of medication. [5%]
7. Liaise with the site manager at club venues or off site activities, entertainers and transport companies if necessary, ensuring open communication and smooth running of the daily timetables. Maintain good communication with families and carers so that children and young people experience consistent care and a positive approach. [5%]
8. Carry out other duties that are appropriate to the post. [5%]