

Job Description

Job Title: Club Leader

Grade: 5

Location: Countywide (East Cambs and Fenland, Cambridge City and South and Huntingdonshire)

Hours: Relief

Overall purpose of the job

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 the club setting. To deliver a comprehensive support service to disabled children and young people by providing a child centred environment through organised specialised activities. This also provides support to families by providing short break care. All staff operate within the framework of policies and procedures set out by the department and relevant governing bodies. The job is based at CamPlay Saturday, Community and Holiday clubs.

Main accountabilities

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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 CamPlay 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 details 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. Fully update staff on each child and young person on a need to know basis of any changes to each young person's circumstances. Ensure that full records are kept. [10%]
6.	Provide staff with sufficient behaviour management strategies. Model good practice by leading, mentoring and motivating the team. Ensure only designated staff undertake the support of personal care tasks and ensure dignity and privacy is maintained at all times. Oversee the administration and recording of medication. [5%]

7.	Liaise with the facility manager of the venue, entertainers/transport companies if necessary, ensuring open communication and smooth running of the daily timetables. Maintain good communication with families/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%]
9.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Level 3	Playwork, Early Years, Health and Social Care or childcare related	Essential
Level 4	In relevant area, including management	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Essential/ Desirable
Experience	
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.	Essential
Experience of leading a staff team.	Essential
Relevant experience of working in a Play Work environment.	Essential
Knowledge	
Committed to Anti-Discriminatory Practice and the social model of disability. Have completed or be prepared to complete ENCO training.	Essential
Knowledge and understanding of safeguarding principles. Have completed or be prepared to complete safeguarding training.	Essential
Knowledge and understanding of the national care standards and Ofsted.	Essential
Knowledge of health and safety guidelines within this service area including Moving and Positioning, First Aid and Food Hygiene.	Essential
Understanding of service values.	Desirable
Knowledge and experience of multi-agency working.	Desirable
Knowledge and experience of accurate record keeping.	Desirable
Skills	
Excellent interpersonal skills, including listening, verbal and written communication.	Essential

Ability to remain calm in an emergency.	Essential
Work within set guidelines, policies and procedures.	Essential
Form and build open and honest relationships within a team setting.	Essential
Enthusiasm and ability to motivate staff.	Essential
Ability to contribute new ideas and suggestions to aid service development.	Desirable
Experience and ability to coach and mentor staff.	Desirable
Willingness to accommodate and lead change.	Desirable
Equality, Diversity and Inclusion - Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	
Safeguarding - Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks ✓

Work type

What work type does this role fit into?	Fixed	Hybrid	Field ✓	Remote	Mobile
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