

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Relief Play Leader</b>
<b>Section:</b>	<b>CamPlay, Community Support Services</b>
<b>Directorate:</b>	<b>People Services</b>
<b>Reports to:</b>	<b>CamPlay Co-ordinator / Assistant Co-ordinator</b>
<b>Location:</b>	<b>Countywide</b>
<b>Hours:</b>	<b>Relief</b>
<b>Job Purpose:</b>	To deliver a comprehensive Short Break Service to disabled children, young people and their families, through organised club activities. Undertake designated support activities on behalf of the CamPlay Co-ordinator. To do this within the framework, policies and procedures set out by the Service and Ofsted.

### Principal Accountabilities

1. Provide a reliable support service and promote a better quality of life for Children, Young People with disabilities and their Families. Complete daily sessional reports and other relevant paperwork as necessary, recording all work undertaken and alerting the Line Managers to any change in circumstances. Lead on staff brief and de-brief meetings before and after every club session. To prepare reports and attend reviews and case conferences as required. Contribute to the development and maintenance of effective working relationships with colleagues in partner agencies. To plan club sessions and provide a variety of activities promoting independence, autonomy and social skills to enhance life opportunities. 25%
2. Manage club finances to ensure efficient use of resources including purchasing and securing equipment as necessary. Where appropriate hold a petty cash supply and complete financial records including receipts of all purchasing. Liaise regularly with the CamPlay Co-ordinator regarding all financial matters. 5%
3. To manage club sessions following session plans to ensure a good balance of activities to sustain children and young people's attention and development. Delegate personal care tasks as appropriate ensuring dignity and privacy are maintained at all times. To run activities in accordance with risk assessments ensuring that children and young people receive safe and consistent care to promote their well-being. To develop positive relationships with children and young people to ensure their full 50%

participation.

4. Prepare for, attend and participate in group meetings, group and individual supervision and training sessions, Support the culture of continuous service improvement and personal development. Supervise and support staff team including participation in the induction, training and supervision of new staff. Support staff including identification and recording of staff training needs so that work matches the CamPlay Mission Statement. Ensure that staff are aware of safe caring guidelines to minimise risk. 10%
5. Alert the Line Manager to complex or contentious service issues, so that positive and timely action may be taken. Liaise with families to ensure good communication is maintained so that children and young people experience consistent care and a positive approach. 5%
6. Carry out other duties as from time to time may be deemed appropriate to the post and necessary. 5%

## PERSON SPECIFICATION

**Job Title:** Relief Play Leader

**Section:** CamPlay, Community Support Services

**Directorate:** People Services

**Grade:** Scale 4

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

### **Qualifications**

#### **Essential**

- Playwork or child care qualification at level 3 or be willing to work towards

#### **Desirable**

- Child care related training
- Current First Aid certificate
- Moving & Positioning training
- Food hygiene certificate

### **Knowledge and Experience**

#### **Essential**

- Practical knowledge and recent experience working with disabled children / young people with high dependency needs and challenging behaviours and their families
- Knowledge and experience of children at play
- Experience of recording and reporting information accurately
- Knowledge of Child Protection principles and experience of implementing safeguarding procedures
- Knowledge and experience of Health and Safety guidelines

#### **Desirable**

- Knowledge and understanding of National Care Standards and Ofsted requirements in this service area
- Supervisory / management experience
- Understanding of group work techniques
- Experience of mentoring

## **Skills & Abilities**

### **Essential**

- Excellent interpersonal skills
- Good listening and communication skills
- Proven ability to relate sensitively to a wide range of children and families in a non-judgemental way
- Proven ability to remain calm in emergency situations
- Enthusiasm and ability to motivate self and others
- Proven ability to work independently and as part of a team; can give and take instruction
- Proven ability to monitor and evaluate changes in behaviour
- Can work within set guidelines and procedures respecting confidentiality
- Form and build open and honest relationships
- Prioritisation – ability to prioritise work responsibilities
- Excellent planning and organisational skills

### **Desirable**

- Able to contribute new ideas and suggestions to improve services
- Coaching and mentoring skills

## **Circumstances**

### **Essential**

- Geographical location/Ability to travel
- Able to work flexible/unsocial hours (including evenings and weekends)

## **Cambridgeshire Behaviours (Scale 4)**

### **ESSENTIAL:**

#### **Working together**

I establish credibility and work co-operatively with colleagues and customers  
I maintain good practice as well as making future improvements

#### **Integrity**

I make decisions without bias

#### **Respect for others and public resources**

I am aware of the positive and negative impact I can and could make on colleagues and customers  
I am considerate when using and working with our resources, and take responsibility for managing them

#### **Excellence**

I logically identify the best approach in continuing to meet my objectives and deliver excellent outcomes  
I plan and anticipate changes in working practice

### **DESIRABLE:**

#### **Integrity**

I explain clearly to colleagues and customers how these decisions will impact on service delivery