



Job Title	Playworker
Responsible To	Kidz Club Manager Senior Management
Salary	£11.50 per hour
Hours	Afterschool Club: 20 hours per week, 38 weeks of the year (2:15pm-6:15pm) Holiday Club: 30 hours per week, 14 weeks of the year Weekend Club: 2 weekend shifts (12 hours) per month All shifts between hours of 8:45 and 6:15pm. *Opportunity for additional hours when required

Unique Kidz and Co Overview

Unique Kidz and Co is an award-winning charity that provides social and play opportunities for children and young adults with disabilities and additional needs across Lancaster, Morecambe and the surrounding areas. The charity runs a number of services including afterschool and holiday clubs for children aged 5-19, a siblings group and stay and play sessions for under 5's. In addition, it runs daytime support sessions for young adults aged 18 – 30. Unique Kidz and Co is a place to play, have fun, make friends and be unique and the specialist care that we provide give parents, carers and families the respite that they need and the opportunity to remain working.

Job Summary

The Playworker will be part of a small, hardworking team that supports children and young people with disabilities and additional needs. They encourage the children to make friends, try new things and step outside of their comfort zone all whilst providing the specialist support that the child might need. This means contributing to all elements of our Kidz Club in providing safe, creative and challenging opportunities for play activities. The role also includes providing support to children who have behavioural and/or communication issues. Our Playworkers work together under the direction of the Kidz Club Manager in our Kidz Club which provides care during term time, school holidays and weekends.

Job Description

Working with the Young People

- To create and maintain a welcoming, safe and supporting environment for young people with disabilities and additional needs
- To assist where necessary with any planning including ideas, themes, activities and trips
- To work 1:1, in groups and virtually with the young people ensuring that each young person is supported appropriately allowing them to have a positive and engaging experience.
- To deliver the highest quality of care to the young people attending including providing snacks and drinks, personal care and administering medication when required
- To deliver sessions that encourage play using the Playwork Principles
- To participate fully in end of session procedures including cleaning
- To ensure that all young people, parents, carers families and visitors are made to feel welcome
- To be a keyworker for a small group of children being a contact point for their families and ensuring they are happy and settled at the setting
- To assist with the transportation of children and young people both to and from the setting including on trips and outings

Team & Admin

- To work effectively as part of a strong team
- To establish good relationships with families and communicate information appropriately both to and from parents/carers regarding the young people and ensure the team are kept up to date
- To communicate clearly with local schools/colleges, social workers and other external agencies and professionals whilst maintaining confidentiality
- To complete any necessary paperwork relating to the setting when required and to follow all administrative procedures

- To use the server and appropriate software to access files and programmes
- To attend and contribute fully to team briefings and debriefing sessions at the start and end of each session
- To attend and contribute to team meetings, planning meetings and any other meetings with the wider team
- To attend staff training to ensure Unique Kidz and Co is providing the highest standard of care and support
- To work as directed by the manager to support any new staff, casual staff, students and volunteers when required

General Duties

- To be aware of all Ofsted requirements relating to the setting
- To keep up to date with, and work within, Unique Kidz and Co policies and procedures including the Health and Safety and Safeguarding policies
- To ensure the setting, its equipment and any materials are safe and well-maintained, reading all relevant risk assessments and informing the Kidz Club Manager of any concerns
- Such other duties as may reasonably be required

This job description will be reviewed regularly in light of changing service requirements and any such changes will be discussed with the post holder.

Employee Benefits Package

- 5% employer contribution to pension scheme
- 28 days annual leave (including Bank Holidays)
- Additional annual leave following 3 years continuous service
- “Birthday Leave” – additional day of annual leave for employees birthday

The Board of Trustees at Unique Kidz and Co are committed to developing their employee benefits package and it will be reviewed annually.

Person Specification: Playworker

Requirement	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> • Level 2/3 in Childcare, Health and Social Care, or equivalent • Level 1 and 2 Safeguarding Children and Young people or the willingness to attend training 	<ul style="list-style-type: none"> • Full UK Driving Licence • Training in First Aid, Moving and Handling, Food Hygiene, Fire Safety , Administration of Medication 	Application Form
Experience & Knowledge	<ul style="list-style-type: none"> • Experience of working with children/young people • Knowledge of good practice • Knowledge and understanding of Risk Assessments and Health and Safety • Experience of working in a team 	<ul style="list-style-type: none"> • Experience of working in a high quality childcare setting • Experience of recording information for monitoring purposes • Experience of communicating with parents/carers and external agencies • Knowledge and understanding of Ofsted requirements • Knowledge and understanding of children with disabilities • Knowledge and understanding of the Playwork Principles 	Application Form / Interview
Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication, interpersonal and writing skills • Ability to lead an activity with the children's needs in mind 	<ul style="list-style-type: none"> • Makaton • Specialist skills and interests that would be of benefit to Unique Kidz and Co 	Application Form / Interview
Personal Attributes	<ul style="list-style-type: none"> • Friendly, positive and professional manner • Enthusiasm • Team player 	<ul style="list-style-type: none"> • Creativity 	Interview
Other	<ul style="list-style-type: none"> • Evident passion for the charity and excellence in service provision 	<ul style="list-style-type: none"> • Knowledge of Unique Kidz and Co and the services it provides 	Interview