



Glasgow YWCA

3 Newton Terrace, Glasgow, G3 7PJ

JOB DESCRIPTION: Sessional Playleader

Glasgow YWCA as an organisation prepares aims and objectives for the Association on an annual basis, setting out clearly the work of the Association for the forthcoming year. In order to ensure the effective implementation of these objectives each staff member is expected to contribute to the planning process and to prepare and work to an individual work plan in relation to their key work areas.

JOB TITLE: SESSIONAL PLAYLEADER

RESPONSIBLE TO: AFTERSCHOOL CLUB MANAGER

MAIN PURPOSE: To assist in the delivery of a high quality childcare service.

KEY TASKS – Duties and Responsibilities

- To communicate well with children, staff and parents.
- To work with children in planning and implementing day to day activities.
- Ensure the activities are flexible and take account of ages, development needs, interests of each child.
- Monitor the progress in children's development, and use this information to improve the programme.
- Encourage Parents and carers to take part in the service, and establish an effective partnership and keep in regular communication.
- Encourage children to take responsibility for their own behaviour and to show care and consideration for others.
- Ensure children are consulted about the service provided and their views and ideas are valued and respected.
- Participate and contribute to team meetings.
- Attend relevant training as required to fulfill job description.
- Ensure all Glasgow YWCA policies and procedures, and Health & Safety guidelines are adhered to.
- Keep up to date on Daycare standards and Care Commission regulations and requirements.
- To record and report any Accidents/Incidents within the club.
- To carry out any other duties appropriate to this post in line with the needs of Glasgow YWCA and the requirements of the Scottish Commission of Care.

GLASGOW YWCA

PERSON SPECIFICATION

Post: Sessional Playleader

Unit: Glasgow YWCA

ATTAINMENTS AND PREVIOUS EXPERIENCE

Essential

- Childcare Experience
- Willing to take part in training

Desirable

- First Aid
- Health & Safety
- Childcare Qualification

EDUCATION

Desirable

- SVQII or equivalent or working towards an SVQII or equivalent
- A good general education with English qualification
- Knowledge of Daycare standards and Care Commission requirements

SKILLS

Essential

- Good communication skills

Desirable

- Specific skill in e.g. music, drama, arts, sports.
- Organisational/planning skills

OTHER REQUIREMENTS

- Good interpersonal skills
- Enthusiastic
- Responsible, honest and reliable.
- Adaptable to changes within the Childcare sector.

Contra-indications:

1. No smoking policy

2. We regret that the premises at 3 Newton Terrace are not wheelchair accessible.

As the post has substantial access to children and young people under 18, all criminal offences must be declared under the provisions of the Rehabilitation of Offenders Act (Exceptions) Order 1975 and the Rehabilitation of Offenders Act (Exceptions) (Amendment) Order 1986.

An Enhanced Disclosure, Personal statement and two references will be required.

GENERAL CONDITIONS OF SERVICE - PLAY WORKER

Wages

The rate of pay is

- SS 3.4 - Pre SVQ11 will be £6.35 per hour.
- SS 4.1- SVQ11 will be £6.72 per hour.

Annual cost of living increases in pay are discretionary and are agreed by the Management Committee. Generally, they are in line with inflation.

Hours of Work

As required: normal working hours are from 2pm to 6pm.

Overtime

Any overtime hours which are worked above the recognised full-time hours for the post, are not paid for but should be taken as time off in lieu after consultation with the line manager.

Holiday Entitlement

5 working weeks i.e. 25 working days per annum, based on a 5-day week.

Expenses

Expenses will be paid according to Glasgow YWCA guidelines.

Membership of the organisation

Staff, including sessional staff, have the option of becoming members of the organisation