



# Job Description

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St. Helens Council

<b>Post:</b>	Play Leader
<b>Grade:</b>	SCP 4
<b>Responsible to:</b>	Head Teacher or other designated officers
<b>Responsible for:</b>	Play Assistants
<b>Purpose of the Post:</b>	To provide a caring, secure environment, through individual attention and group activities, and to organize appropriate range of leisure activities for children between the ages of 4 and 18 years.

## **Duties and Responsibilities:**

1. To provide a safe, creative and appropriate play opportunities including preparing activities, organisation programmes and arranging equipment.
2. To ensure that all activities are carried out within an equal opportunities framework.
3. To have any necessary qualification and/or to undertake any necessary training as required.
4. To encourage community wide participation, activity planning and delivery.
5. To ensure all records are kept in line with Day care Standards
6. To develop and maintain good relationships and communications with parents to facilitate day-to-day caring needs.
7. To encourage parental involvement and support through the development of effective working relationships.
8. To ensure that the Development Officer/ Head teacher is kept informed on all matters relating to the running of the Club/scheme.
9. To consult with the children and involve them in the planning of activities.
10. To encourage a close liaison with schools and other related agencies.
11. Supervise staff, students and other volunteers that may be involved in the club.
12. Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
13. Ensure that food provision is carried out within the guidelines of the food safety act 1990, and is balanced and healthy in accordance with dietary requirements.
14. Ensure that a wide range of creative and enjoyable activities are offered.



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15. Ensure that play meets the full range of children's individual and group needs.
16. To promote the aims and objectives of the Club/Scheme/School, and use as a guide for daily activities.
17. Be aware of Staff Policies and Practices.
18. To ensure the provision of good standards of physical and emotional care.
19. To ensure good standards of hygiene and cleanliness are maintained at all times.
20. To be responsible for the Health and Safety standards appropriate for the needs of the children.
21. To ensure that the preparation and maintenance of materials and equipment are undertaken.
22. To record accidents in the accident book.
23. To ensure someone known to the club collects the child.
24. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
25. To ensure confidentiality of information received.
26. To be aware of the high profile of the club and to uphold its standards at all times.
27. To be involved in out of working hours activities e.g. training, staff meetings.
28. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the club/scheme.
29. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
30. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
31. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.

**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.**



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**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder(s) at the appropriate time.**

**Date Prepared: 31.01.05**