# Job Definition

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| The Lloyd Park Children’s Charity Vision: We will keep working until every child has the best start in life  Our Charitable Mission: Our Charity builds brighter futures for children and families in our community |

**Role Title Play Assistant**

**Location London Borough of Waltham Forest**

**Reports to Senior Early Years Practitioner**

**Mission:** Implementing the delivery of high quality care and education to ensure that all children reach their full potential for afterschool and holiday provision.

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| **What is the job’s core purpose?** | To help provide a safe and secure environment, building relationships with children and families to promote the child’s learning and development and wellbeing. |
| To help plan and implement stimulating, fun and varied play based activities that meet the needs of all individual children and follow the processes adopted by the charity. |
| To work as part of the team in sustaining high quality services and implementing the charities vision, mission, values and strategic plans and objectives. |
| To implement all policies and procedures. |
| To be committed to continual professional development. |
| **What constitutes success in this role?** | Children are safeguarded and demonstrate high levels of wellbeing. |
| Children’s progress well and every child has the opportunity to reach their full potential. |
| Children facing adversity or at risk of poor development are identified quickly and appropriate support is secured for the child and family at the earliest possible time. |
| Families report high levels of satisfaction. |
| Effective team work. |
| **What are the implications of not fulfilling this role?** | Children do not reach their full potential. |
| Children’s needs are not met. |
| Children are not safe and their wellbeing is at risk. |

**OUTCOMES:** What this person needs to accomplish in their role in order of importance and

how this will be measured. (*note that most roles at whatever level should have between 3 – 8*

*outcomes)*

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| **Key outcomes for the role** | **Measures** |
| Children are happy. | Child contribution to the planning of the provision.  Practice observation. |
| Good teamwork with effective communication. | Annual staff survey. |
| Parent satisfaction levels are high. | Annual survey. |
| Good standard of practice across the setting. | Individual Continuous Professional Development is maintained.  Practice observation. |
| Effective implementation of the statutory guidance. | Ofsted judgement is good or outstanding. |
| The charity makes good progress towards its vision, mission, values and strategic plan and objectives. | Individual levels of knowledge about the charity vision, mission, values and strategic plan and objectives and how this is implemented in daily practice. |

**SKILLS:** define the context of the skills and how they will be used

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| **Skills required** | **How they will be used: E-essential, A-advantageous, D-desirable** |  |
| Early Years Learning and Development Qualification and Experience. | Qualified to at least Level 2 in Children’s Care, Learning and Development or Level 3 Play Worker Qualification with a demonstrable successful track record of working in an early years setting.  Holds a current Paediatric First Aid Certificate.  Holds a current food hygiene and health and safety certificate. | D  D  D |
| Safeguarding and Child Protection | You will ensure safeguarding and child protection is prioritised and the safety, health and welfare of children paramount at all times. | E |
| Delivery of the Early Years Curriculum | You will have an understanding and knowledge of the current statutory guidance and curriculum framework. | D |
| Team Working | Working as part of a team you will need good communication skills, flexibility and reliability.  You will attend and contribute to regular team meetings. | E  E |
| Organisational skills | You will have to be organised, have good time keeping and able to manage your own workload. | E |
| Communications | You will be able to record and share information and communicate confidently to a range of stakeholders using clear and concise written, verbal and IT methods. | E |
| Data and confidentiality | You will deal with all data and information sensitively and in line with data protection and safeguarding policies and procedures. | E |
| Inclusive practice and diversity | You are able to demonstrate your ability to differentiate activities to meet the individual needs of all children and will have a passion for promoting inclusion and celebrating diversity. | D |
| Policies and Procedures | You will understand and implement the charities policies and procedures. | E |
| Working in partnership with parents. | You will be committed to working with all parents. | E |
| Continuous Professional Development | You will engage in continuous professional development. | E |

**COMPETENCIES/TALENTS/BEHAVIOURS:** the way in which someone does something and

## why they do it that way. This is important when matching to the skills above and for cultural fit.

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| Safeguarding children is prioritised | E |
| Promote Learning through Play | E |
| Children are central to everything we do | E |
| Work collaboratively and in partnership | E |
| Celebrate diversity | E |
| Be reflective and see every day as an opportunity to learn and grow | E |
| Communicate professionally with people of all levels | E |
| Provide a welcoming and friendly environment | E |
| Ethical – a clear understanding of right and wrong. High integrity and honesty. | E |
| Flexibility – able to respond quickly and easily to changing requirements and priorities | E |
| Be passionate and enthusiastic | E |

A satisfactory enhanced DBS check is required for this post