

# Job Description

<b>Job Title:</b>	Play Development Team Leader
<b>Responsible to:</b>	Early Years – the organisation for young children
<b>Reports to:</b>	Sure Start South Armagh Surestart Project Manager
<b>Salary Scale:</b>	NJC Scale 6, Point 18-22 (£25,419 - £27,514 pro rata)
<b>Hours:</b>	25 hours per week, spread from Monday to Saturday
<b>Location:</b>	Sure Start South Armagh
<b>Tenure:</b>	Permanent
<b>Allowances:</b>	Travel Expenses will be paid according to Early Years – the organisation for young children’s rates and guidance.

## 1. Job Aim

The post holder will be responsible for managing a Play Team, ensuring continuous quality improvement of the SSSA 1000+ play sessions per year by measuring if each child benefited. This will be measured against how their interests, strengths, and stage of development were supported within a fun, stimulating and natural play environment. This information will be used to seek and share new opportunities to improve the quality of play services.

To achieve this aim, the Play Team Leader must ensure that the following are completed:

By ensuring meaningful engagement with families, thus empowering them to decide what play services will benefit their needs.

By using effective techniques to consult with families regarding play.

By encouraging a strong partnership ethos within SSSA multidisciplinary team.

By building upon close collaboration with statutory and voluntary partners maintains good communication flows.

By practitioners being highly trained professionals seeking and sharing new opportunities to improve the quality of service.

By practitioners be strongly motivated to research and incorporate new approaches.

By utilising the full potential of the natural environment in the delivery of the play.

By practitioners being a strong advocate of play, enhancing parents' interest through their passion.

By using materials and resources with intentionality, reviewing their purpose and removing them when not fit for purpose.

By measuring success through meaningful consultation, participation, and evaluation with children and their families.

By taking the lead of the Quality Play Group in analysing every six months SSSA 1000+ play sessions per year to measure if each child benefited.

By providing and attending regular professional development supervisory sessions.

## **2. Key Tasks**

### ***Line Management***

The Play Team Leader must ensure no excessive time is dedicated to planning and preparing for services, therefore, taking away from directly working with families.

The Play Team Leader will address gaps in consistency and continuity of service delivery.

The Play Team Leader will fully utilise practitioners' strengths and skill sets, ensuring that play practitioners are used in maximising their talent.

To ensure staff plan, deliver and evaluate play programmes that encourage children to create their own play spaces and provide opportunities for early learning.

- To promote the SureStart ethos and the importance of play and early learning for young children and their families across the Sure Start South Armagh SureStart areas.

### ***Monitoring / Reporting***

- To maintain appropriate records, both written and electronic.
- To monitor and evaluate progress in line with SureStart monitoring and evaluation systems.
- To monitor and evaluate the effectiveness of play-based services provided within the SureStart Project.
- To provide the Project Manager with progress reports as required.
- To develop and monitor services to ensure procedures and systems are in place to promote a smooth transition for children and families from home to services and then to a pre-school setting.

### ***Environment***

- To ensure that all programmes /services are welcoming to parents and caring, inclusive environments enable all children to fulfil their potential.
- Promote rich indoor and outdoor environments and plan that they will immediately affect the quality of children's learning and development. The staff provide comfortable, engaging, attractive, and appropriate settings for children.
- Ensure all environments make children feel safe and secure and happy to be there and establish places where children can confidently play and learn.

### ***Relationships***

- With guidance from the SureStart manager, positively influence the team members to get the best results.
- To develop effective rapport and interactions with the team and other stakeholders.
- To work with staff to plan and prioritise project targets concerning the delivery of quality play provision and line with the annual budget.
- Promote and develop inter-agency and multi-disciplinary partnerships.

## ***Health and Safety***

- In partnership with the SureStart Manager, to be responsible for the overall health, safety and well-being of the staff, children, and parents.
- To carry out manual handling duties in line with manual handling guidelines as part of the daily role, which includes lifting and moving equipment and children.
- To carry out all duties in compliance with SureStart and Early Years Health and Safety Policy and Statutory requirements.
- Ensure all duties related to service risk assessments are carried out in line with relevant policies and procedures.
- To effectively communicate and ensure compliance with all relevant policies and procedures, ensuring all written records are appropriately maintained per guidelines and requirements with Sure Start, Early Years – the organisation for young children and in compliance with Childminding and Day Care for Children Under Age 12 Minimum Standards Version 3 October 2017

## ***Safeguarding***

- To undertake the role of Deputy Designated Safeguarding Officer.
- To adhere to Early Years and SureStart Safeguarding Policy and Procedures.
- To ensure effective reporting and record keeping in line with policy.
- To always work confidentially and professionally, recognising the importance of the welfare, safety and protection of children and their families.

## ***General***

- To represent Early Years and SureStart as agreed with the Project Manager.
- To be committed to own and employees' personal development and growth.
- To provide cover for all play-based programmes as and when required.
- To provide the appropriate service and to treat all stakeholders courteously and respectfully.
- To attend SureStart and Early Years – the organisation for young children's meetings as required.

- To demonstrate commitment to Early Years and SureStart by regular attendance and efficiently completing tasks allocated.
- To participate in and assist in organising special events, outings, visits, and any other activities as required.
- To promote Early Years and the SureStart Programmes.
- Be available for planning, support and professional development review meetings and any relevant training and staff development as required.

### ***Policy & Procedure***

- To adhere to Early Years and SureStart values and behaviours in all aspects of employment
- To adhere to Early Years and SureStart Equal Opportunities Policy throughout employment.
- To adhere to Early Years and SureStart Confidentiality Policy.
- To maintain the high standards of personal accountability to ensure the public's ongoing confidence in the staff of Early Years and SureStart.
- To carry out any other duties falling reasonably within the competence and capability of the post holder.

***The duties and responsibilities outlined in this Job Description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore that duties, designation, and location of the post might be subject to change in the future to meet the changing requirements of the service.***