

**Cyngor Cymuned  
Penyrheol Trecenydd Energlyn  
Community Council**

**Summer Play Leader Job Description**

**Main tasks :**

To ensure the smooth running of the Summer Playscheme with up to 60 children and to supervise four Playworkers

To complete and maintain essential paperwork and records, ie how many children attending, accident, guest and incident book, daily register etc and to carry out any monitoring required by the Care and Social Services Inspectorate Wales

To carry out risk assessments every day for indoor and outdoor play and weekly trips and swimming trips

To ensure safety and correct supervision of children

To assist in developing and maintaining an environment that is stimulating, challenging and supports a full range of play types

To ensure that the play opportunities provided are open and accessible for ALL children

To make assessments that balance risk and play with reference to age-appropriate behaviour and materials

To help develop an atmosphere, environment and culture that encourages personal and social growth and development

Cont/d .....

To engage in reflective practice and team meetings

To attend basic first aid, play and child protection training when required (these will be short courses held prior to playscheme)

To undertake all duties in a manner that promotes equal opportunities

Weather permitting, outdoor activities/games for children, including rambles and visits to local parks etc

To attend weekly excursions, eg to places of interest suitable for children

To attend weekly swimming session

To agree to a commitment to adhere to the playscheme policies, for example : equal opportunities, straying, special needs, bullying, behaviour and discipline, complaints, confidentiality, child protection

To care for and safeguard Council equipment

To carry out any other duties deemed to be appropriate

## Summer Play Leader Personal Specification

<b>Requirement</b>	<b>Essential / Desirable</b>
<b>1. Qualifications and Training</b>	
Educated to Level 3 standard in Playwork	Desirable
Educated to Level 3 standard in Early Years	Essential
<b>2. Experience</b>	
Experience of running/working in a play setting	Desirable
Experience of monitoring and evaluation	Desirable
<b>3. Skills, Knowledge and Personal Attributes</b>	
Knowledge and understanding of Playwork Principles	Essential
Knowledge and understanding of Welsh Assembly Government Play Policy and Implementation Plan	Desirable
Organisational skills	Desirable
Ability to work on own initiative with minimal supervision but also to work as part of a team	Essential
To communicate effectively with children, parents and other visitors	Essential
Ability to remain calm in an emergency, follow instructions and report any concerns	Essential
Capacity to maintain good working relationships with other professionals	Essential
Interpersonal skills and the ability to relate positively to children and young people	Essential
To be able to attend First Aid, Child Protection and Play training prior to Playscheme, dates to be confirmed	Essential
Practical experience of planning appropriate, stimulating play activities and opportunities for children with a range of abilities	Essential