



JOB DESCRIPTION

Post Title:	Children Services Playworker
Hours:	As agreed
Accountable to:	Children Service Manager Children's Service Team Leader
Place of Work:	You may be required to work at any of our bases but will usually be based where your service operates from

Glebe House Mission

“To provide high quality, person-centered services and information for adults and children with learning disabilities and for those that support them”

Job Summary

To provide individual and group activities for children that are safe, supportive and fun.

Specific Tasks

1. To share in the planning, setting up and clearing away of appropriate activities and to encourage children's participation.
2. To provide safe, creative and appropriate play opportunities.
3. To ensure that Glebe House's Safeguarding Children Policy and procedures are followed
4. To be the key worker for a small group of children, coordinating and communicating information to the team leader and parents/carers as appropriate.
5. To keep records up to date and ensure registers are kept.
6. To prepare and serve drinks and snacks and to assist children with eating and drinking if required. To tidy and clean up the kitchen and dining areas afterwards.

7. To assist with toileting, changing and freshening up and ensure that hygiene procedures are followed and understood.
8. To adhere to all Health & Safety requirements
9. To undertake any other reasonable task that will help support the Glebe House values of Social Inclusion, being Independent and Person Centred and of promoting Dignity, Equality and Respect.
10. There may be occasions where the support worker may be asked to use a Glebe House vehicle or their own vehicle to access extended work venues, training courses and where risk assessments allow to transport clients to access various activities in the community.
11. To have an awareness of childrens safeguarding competencies and how you can evidence this.
12. To have an awareness and follow GDPR legislation, policy and procedure.

Policies and Procedures

To read and follow the Policies and Procedures of Glebe House.

Learning and Development

To participate in learning and development relevant to the post, to include a commitment to achieving appropriate qualifications where required.

Associated Meetings

To participate in staff meetings.

Supervision and Personal Development Review

To attend supervision as and when required by the Children Services Manager. The Personal Development Review will be incorporated with the supervision.

Administration Base

Glebe House, Woodgate Chambers, 70 Woodgate, LOUGHBOROUGH, LE11 2TZ.

Terms and Conditions of Service

The terms and conditions will be listed in the contract supplied upon appointment.

The main duties of the post are as outlined above but these will be subject to review and may be amended according to the needs and development of the service.

All staff at Glebe House are expected to take personal responsibility for keeping up to date in the essential skills areas of

Health and Safety

Fire Safety and Awareness

Infection prevention and Control

Manual handling

Safeguarding

Staff are also required to adhere to all General Data Protection Regulations (GDPR) at all times.

September 2015 VD

Reviewed January 2019 VD

I have read, understood and agree my job description

Signed.....

Dated.....