

JOB DESCRIPTION

**Job Title: Sports and Play Leader**

**Department: Childcare**

**Responsible to: Childcare Service Manager**

**Location: Djanogly Sherwood Academy, Edgewood Primary and Nursery School and Camp Williams**

**Hours: Average of up to 34.20 hours per week including before and after school hours, evenings and weekends. Term time hours – 28 hours per week School holidays – 52.5 hours per week (Camp Williams)**

**Salary: £15,618.75 per annum – payable in twelve equal instalments**

**Job Purpose**

* To plan, prepare and deliver the day to day operation of Breakfast / After-School club at Edgewood Primary and Nursery School and Djanogly Sherwood Academy
* To plan, prepare and deliver enjoyable and safe coaching and activity sessions for allocated groups with YMCA Day Camps
* Positively engage children in sports, craft and STEAM activities
* To ensure that the standards specified by Ofsted, other regulatory bodies and Nottinghamshire YMCA are always adhered to
* To support the development of an organisational culture that puts our Christian Core Values– Caring, Honesty, Respect and Responsibility - at the centre of all we do.

**Principal Responsibilities**

1. To plan, prepare and deliver a varied programme of activities to meet each of the children’s needs within the framework of the National Standards. To include sport, STEAM and craft.
2. To supervise and ensure the safety of the children engaged in the programme
3. To work on our YMCA Day Camps including planning and delivering sessions, maintaining records and registers, liaising with parents, supervising off site and on site activities and administering first aid
4. To work as part of a team to provide support and guidance to staff and volunteers
5. To ensure that the programme maintains high standards and are in possession of adequate materials
6. To ensure all health and safety and other legal requirements associated with play activities are complied with
7. Ensure that equipment and activity areas are properly maintained and fit for children and staff
8. To be responsible for site administration duties including registers and accident/incident forms as directed.
9. To liaise closely with parents, children and school staff
10. To follow the Nottinghamshire YMCA policies and procedures and OFSTED National Standards at all times
11. To ensure that all safeguarding policies and procedures are followed and to report any concerns to the appropriate person (s).

**General Responsibilities**

**1 Other Duties**

To undertake any other specific duties and responsibilities as may be assigned by the immediate Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that the workload is completed and to undertake any other jobs commensurate with the seniority of the post.

**2**  **Discretion to Act**

To exercise discretion in the performance of the duties of the post and to use best practice commensurate with the safety of clients and colleagues, and the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive directly or through an appropriate Manager.

**3** **Relationships**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality is extremely serious and may lead to dismissal

**4 Personal Development**

To play an active role in the development and implementation of your individual development plan.

**5 Association Ethos**

To support the Christian aims, objectives, ethos and core values of the Association. The Association is committed to equality of opportunity in recruitment, employment and service delivery and expects all staff to abide by our Equality and Diversity Policy.

**6 Health and Safety**

To adhere to the Association’s Health and Safety policies at all times.

**Line Management Responsibility:**

No direct line management but the post holder will be expected to supervise work experience trainees, volunteers and temporary staff as required.

**PERSON SPECIFICATION**

**Please ensure that you address all the requirements marked with an “A”**

**in the final column as we will be looking for this information when Shortlisting. Please note relevant qualifications will be checked at interview.**

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| ***Criteria*** | ***Requirements*** | ***How Assessed\**** |
| **Experience** | 1.1 Direct experience of working with children aged 4 to 11 years  | A,I |
| 1.2 Experience of liaising with parents/carers of children and promoting positive relationships | A, I |
| 1.3 Experience of leading sports and STEAM sessions with children aged 4 to 11 years | A, I |
| **Knowledge** | 2.1 Knowledge of Health & Safety issues relating to all issues concerning children and out of school childcare provisions including safeguarding | A, I |
| 2.2 Knowledge of Ofsted standards and inspections, for both early years and childcare registrations | A, I |
| 2.3 Knowledge of child development and how this can be supported | A, I |
| **Training/ Qualifications** | 3.1 Holds or is working towards a relevant qualification, minimum level 2 | A, D |
| 3.2 Paediatric First Aid certificate  | A, D |
| 3.3 Holds a Safeguarding children qualification | A, D |
| 3.4 Level 1 sports coaching award | A, D |
| **Skills & Abilities** | 4.1 Able to ensure that all administrative records are maintained and returned as required | I, T |
| 4.2 Ability to organise a range of play activities which extend children’s play and contribute to their enjoyment and healthy development | A, T |
| 4.3 Ability to liaise effectively with parents, teachers and other staff members | I |
| 4.4 Ability to energise, excite and enthuse children | A, I |
| **Other work related require-ments** | 5.1 Ability to support the Christian core values of the Association | A |
| 5.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service | D |
| 5.3 Willingness and flexibility to travel between sites as necessary sometimes at short notice | I |
| 5.4 Access to an appropriately insured and taxed vehicle | A,D |

**\*When Assessed** – (A) on Application form, (I) At Interview, (T) During Test, (D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc

*Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity*

*Nottinghamshire YMCA is committed to the protection of children and vulnerable adults*