

DESCRIPTION

Job Title:	Playwork Apprentice – Children and Young People
Salary	£6.40 per hour for those under the age of 19 or over 19 but in their first year as an apprentice then increasing to minimum wage for those over 19 once they have completed the first year.
Annual leave	Five weeks Annual Leave plus bank holidays. Holidays increase after two years' service to a maximum of six weeks after six years' service. The holiday year runs from 1st April to 31st March each year. (Pro-rata depending on hours and for sessional staff percentage added to pay).
Hours and Location of work	YMCA Sports and Community Centre, Princes Road, Redhill, RH1 6JJ. 14:00 – 18:15 Monday – Friday to include off the job training hours.
Responsible to	Out of School Childcare Manager
Responsible for	N/A
Job Purpose	While completing their Level 2 Playwork Apprentice they will be a valuable assistant to the Out of School Childcare team in delivering the highest quality of care and play activities in line with Ofsted guidelines. They will inspire by helping to plan and deliver an exciting, child-led, play based activities at our after school clubs in term time. In the holidays they will support on our holiday clubs running a range of activities and developing to a level where they can be responsible for a small group of children.
Background to role	Our Out of School Childcare department is constantly evolving and expanding having started as a single after school and holiday club we now run after school clubs within schools as well as on our own sites and have more than one Holiday club now running. This role will allow someone within our team while gaining a qualification details of which can be found here https://www.bestpracticenet.co.uk/playworker-level-2-apprenticeship . If you are looking to gain experience of working with children and you want to make a meaningful difference to their lives while gaining a recognised playwork qualification we would love to hear from you. More information about our services can be found on our website https://www.ymcaeastsurrey.org.uk/children/
Main Responsibilities	<ul style="list-style-type: none"> ▶ To participate in the safe delivery of YMCA East Surrey After School and Holiday Club ▶ To work as part of a team of Children and Young People support workers and volunteers to ensure that the service provided is high quality and appropriate for the children and young people who attend. ▶ To build positive and professional relationships with children and young people. ▶ To ensure the Health and Safety of children and young people and colleagues, above all, ensuring that Safeguarding Children and Safeguarding Adults policies are adhered to ▶ Work closely with children and young people to deliver a range of social, recreational and leisure activities to meet the needs of young people ▶ To participate in the safe delivery of YMCA East Surrey Breakfast, After School and Holiday Clubs ▶ To complete all work required to gain Level 2 Playwork qualification ▶ For After School Club; to support with and then once confident be responsible for collecting a group of children from their school and either walking or accompanying

	<p>them on the minibus back to the site</p> <ul style="list-style-type: none"> ▶ To supervise the activity environment to ensure physical and emotional/personal safety for all children and young people attending. This includes completing appropriate records of any accidents, injuries or incidents that may occur, and any medication administered ▶ To assist playworkers and senior staff in the play or youth setting to ensure its smooth and reliable operation including setting up and packing down sessions. ▶ To contribute to the planning, organisation and delivery of activities, ensuring they are adapted where appropriate to be accessible to all children to the best of their abilities ▶ To ensure that all children and young people upon their arrival are welcomed and feel comfortable and valued enabling the development and improvement of self-esteem, self-confidence and positive experiences ▶ To provide and supervise the hygienic provision of refreshments for the children/young people, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds and allergies ▶ To ensure that all materials, equipment and service spaces are maintained, kept safe and stored appropriately in line with current procedures ▶ Attend YMCA East Surrey staff meetings, training and staff development events, as appropriate, to ensure continuous professional competence and development ▶ Undertake any other duties and responsibilities reasonably requested by the Coordinator, Senior Coordinator or Manager
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PERSON SPECIFICATION:

		Essential	Desirable	How measured (application, assessment, interview)
Qualifications, Education & Training				
	Be willing to undertake working together to safeguard children and safeguarding adults training or willingness to undertake	X		Application, Interview
	To be willing to undertake food hygiene training or a willingness to complete this	x		Application, Interview
	Willingness to undertake a first Aid qualification	x		Application, Certificates
Experience				
	Experience of supporting activities for children and young people.	X		Application, interview
	Experience of supporting to positively managing children's behaviour in various situations	X		Application, interview
	Experience of planning, organising and carrying out tasks e.g. music, drama, art and cooking sessions.		x	Application, interview

	Experience working in an educational, or social care setting.		x	Application, interview
Abilities, skills, and attitude				
	Knowledge of basic Safeguarding Children and Adults practice or willingness to learn	x		Application, interview
	Ability to always hold the well-being and positive development of children and young people as paramount.	x		Application, interview
	Basic knowledge of the importance of play and youth work for children and young people's development.	x		Application, interview
	Demonstrate a positive attitude and can-do attitude	x		Application, interview
	Commitment to equal opportunities, diversity and inclusion	x		Application, interview
	Good communication skills	x		Application, interview
	Ability to work independently and as part of a team	x		Application, interview
	Ability to maintain safe working practices	x		Application, interview
	Commitment to the YMCA's Values, Aims and Purposes	x		Application, interview
	Kind, caring and committed to ensuring children's needs are the highest priority	x		Application, interview
	DBS check for working with children and adults	x		Application, interview
	Meet all criteria of Children Act 1989 and 2004	x		Application, interview
	Good record keeping skills	x		Application, interview
	Willingness to work flexible hours		x	Application, interview
	Car driver		x	Application, interview