



Gingerbread Edinburgh & Lothian Project Ltd

Playleader Job Description

Overview

The Playleader will assist in implementing the organisation's innovative childcare service. While ensuring that the Quality and Implementation of Gingerbread's after-school club delivers childcare at the highest standard and in keeping with all local and national requirements.

Role and responsibilities

- To manage the day-to-day running of an After School Care Club and assist in the running of School Holiday Provision in liaison with the Senior Playleader.
- Managing a small team of staff and volunteers on a day-to-day basis.
- Reporting any staffing issues to Senior Playleader.
- Working in conjunction with Senior Playleader to deliver high-quality inclusive play.
- Ensuring that care plans/medication are up-to-date and updated.
- Ensuring that all policies and procedures are adhered to by the whole team/ yourself.
- To ensure that each individual child is included and developmental needs supported.
- To ensure that each individual child has their own child profile plan in date and next steps are recorded.
- To ensure that play is delivered at the highest standard.
- Reporting any children/parent issues to the Senior Playleader.
- In some cases collecting and dropping off children from school pick-ups to relevant ASC bases.
- Ensuring safe, creative, provocative and curious within appropriate play activities and resources provided.
- Organising a programme of play activities for ASC and other childcare cover.
- Liaising with parents, schools and related agencies.
- Ensuring that all paperwork is completed within the timescale stipulated.
- Passing important information to staff, parents and children. Regular update of Parents Notice Board, as well as any other administration duties that apply, e.g., monthly paperwork updates, etc.

- Administering First Aid as appropriate.
- Attending mandatory/appropriate training courses stipulated by SSSC and Care Inspectorate and Gingerbread & Edinburgh Lothians Project Ltd.
- Preparing refreshments and snacks.
- Attending staff meetings where time in-lieu will be given.
- Integrating with children in all types of play provision.
- Register new parents into ASC/Holiday Clubs where appropriate.
- Administer, prepare and complete any forms for parents where appropriate.
- Induct new staff/volunteers, etc., to complete all supervision tools, e.g. reviews, on-to-one and appraisals, adhering to all Gingerbread's Policies and Procedures and all other staff development tools.
- Liaise with the Care Inspectorate regarding inspections and any relevant issues.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

The post holder will be expected to have or is currently working towards the relevant qualification in childcare or play (BA in Childhood Practice, Level 4 CCLD/Playwork or any other similar level of qualification as well as a certificate in First Aid.

PREFERRED SKILLS

Experience in leading a staff team, good management and leadership skills, cash handling and basic bookkeeping would be an advantage.

The Playleader is responsible for the costs of their PVG and any other costs incurred by registering with SSSC or any other similar body.

Behavioural Skills Requirements

- Highly professional and reliable
- Relevant professional experience or degree qualification
- Excellent communication skills
- Strong writing ability
- Self-Motivated
- Time management skills
- Ability to work collaboratively
- At all times, meet our values and vision

- Be Professional
- Be Innovative
- Have Integrity