



Gingerbread Edinburgh & Lothian Project Ltd

Senior Playleader Job Description

Overview

The Senior Playleader will assist in implementing the organisation's innovative childcare service. While ensuring that the Quality and Implementation of all Gingerbread & Edinburgh Lothians Ltd. after school clubs (ASC's) are delivering childcare at the highest standard. Keeping with all local and national requirements.

Specific Duties Include

Management

To manage and support Playleaders, to support the Quality Improvement Childcare Manager (QICM) to oversee the management of each staff member within your allocated clubs.

You will have responsibility for 2 clubs within Gingerbread After School Clubs.

To acknowledge and implement a good work/life balance

To acknowledge any successes by our staff and share these when appropriate.

Supporting the implementation of program development within After School Clubs.

Supporting to implement and maintain the development of each child's needs.

To ensure that we can use the child's voice to lead and maintain our asc care.

Supporting Playleader to use and share knowledge and skills effectively.

Liaise with colleagues to develop and implement action/operational/care plans when required.

Supporting with day-to-day running when required.

Support with play provision, ensuring that the highest quality environments are achieved.

To liaise with colleagues to ensure that staff knows the theorists of play and the implementation and practice behind these.

Supporting with any staffing issues/ disciplinary procedures

Systematic monitoring of agreed practice.

Support with training courses when required.

Researching in collaboration with QICM for training. Ensuring these are delivered to a high standard, using the latest developments and local and national requirements.

Collaborating with QCIM and assessing the skill level of each staff member within the organisation to ensure that they can register and maintain SSSC expectations.

Collaborating with QCIM to monitor and assess each staff member to ensure they know all Care Inspectorate guidelines and procedures.

Ensuring that all team members have the knowledge to perform at a high level.

Assisting in updating and monitoring the training calendar, ensuring an effective and full competence of learning. Assist with the scheduling and/or coordinating training sessions, booking, and notifying all relevant parties.

Ensuring that all staff have certificates to co-relate with training provided.

Maintaining knowledge of the latest developments from Care Inspectorate, SSSC and relevant local and national practices.

Liasing with colleagues about implementation and monitoring/evaluating a range of childcare initiatives and activities

Supporting relevant colleagues to ensuring that all operational/improvement plans are actioned and implemented by the relevant staff.

Supporting and implementing care plans, support plans for individual children within the childcare setting when required to. Ensuring that all Staff are aware of the changes and implementation plans for each centre/playscheme when this is required.

Ensuring that all staff are inducted to a high level and are implementing of Gingerbread & Lothians Project Ltd policies and procedures.

To liaise with QCIM to carry out quality improvement inspections in accordance with Care Inspectorate/SSSC/Other local and national guidelines.

To liaise with QCIM to implement and develop plans to support Staff delivering high-quality childcare within Gingerbread & Lothians Project Ltd services.

Developing appropriate evaluation reports for parents and funders if required.

Liaise with the Care Inspectorate regarding inspections and 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.

For example:

BA Childhood Practice

Postgraduate Diploma Childhood Practice

Masters of Education Childhood Practice

PDA Childhood Practice SCQF level 9

Community involvement

Linking in and liaising with the local community.

Accessing and utilising the community as much as possible to benefit the children in our care.

To liaise with other professionals and ensure attendance by Gingerbread staff with regard to children's professional meetings/LAAC reviews/ child protection meetings, etc.

Identifying funding to support with community involvement.

Ensure that clubs access the local community within the community and the asc environments.

Ensuring that community involvement opportunities are linked with play opportunities.

Attend relevant training to support our families and children to reach their best potential.

Administration

Ensure that all staff files are kept up to date and that all relevant paperwork is stored and maintained following GDPR policies and procedures.

Miscellaneous

To undertake any tasks as per your manager's instructions.

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