

District Specialist Centre for North Wiltshire

King's Rise Centre, Lodge Road, Chippenham, Wiltshire, SN15 3SY
Tel: 01249 657145

JOB DESCRIPTION

POST: Playroom Assistant at Springboard

Pay: £10.27 per hour

These are predominantly term time only posts (39 weeks plus holiday entitlement)

Springboard is open during the holidays and there may be some occasional sessional work available to support holiday activities. These are mutually agreed and paid as overtime.

ACCOUNTABLE TO: (Ultimately) Chairperson and Management Committee of Springboard
(Day to Day) The Manager and Deputy Manager

GENERAL DESCRIPTION OF POST:

The successful candidate will:

- work as a member of the Springboard Team, with particular responsibility to supporting children in the play room.
- assist by supporting the Deputy Manager and Playroom staff in organising a safe and stimulating play environment; to observe, assess and plan for children
- work with agencies and therapists to carry out individual programmes of support for children
- support parents and settings with the inclusion of children in mainstream settings
- work with colleagues to support parents through group activities

All staff and volunteers are expected to work towards delivering a service that supports our mission statement, values and aims.

DUTIES:

1. To attend Springboard as set out above, working in the playroom to provide and deliver activities for the children and their families.
2. To act as a keyperson to individual children, liaising closely with parents/carers and ensuring each child's needs are recognised and met. This involves recording and reporting, carrying out individual plans and attending team around the child (TAC) meetings for key children. Monitoring and assessment is an expected part of this role to ensure that all children make progress.
3. To contribute to the planning of a specialised and inclusive early years curriculum
4. To follow all safeguarding protocols to ensure the safety of children and vulnerable adults.
5. To adhere to the confidentiality and information sharing policies regarding children, their families or other staff as stated
6. To be involved in the setup of the playrooms at the start and end of the session including tasks to ensure all welfare requirements are met.
7. To undertake and support children in their personal care routines i.e. changing nappies and accompany to the toilet when needed. This post involves some manual handling – training is available.
8. To be aware of and observe Health and Safety Regulations.
9. To abide by the Behaviour Framework for Springboard.
10. To support Springboard's charitable activities by attending Committee Meetings, the Annual General Meeting and occasional fund-raising events outside normal hours when required..
11. To attend all staff meetings and be prepared to undertake any agreed and relevant training as necessary.

All members of staff can be asked to take on a specific role in addition to your other duties i.e. Health & Safety, Behaviour, First Aid Co-ordinator