

CROYDON FAMILY GROUPS ASSOCIATION

PLAYLEADER JOB DESCRIPTION

Purpose:

To provide a safe environment in which all the children attending a Family Group session can enjoy a stimulating and varied range of multi-cultural play activities. To oversee the playworkers and take responsibility for the planning and management of the children's activities. To work with children individually or in groups to help them develop skills and interests. Working with the Playworkers, to identify and respond to any specific needs of individual children.

Tasks:

1. To prepare a written programme of play activities for each session, obtaining equipment and materials as required.
2. To work closely with the children, encouraging them to participate in new activities, to talk about the activities they are engaged in and to play with other children.
3. To ensure that sensitive support and encouragement is provided at all times to the children and their parents.
4. To ensure that the children are properly supervised at all times both indoors and outside.
5. To ensure, with the Group Leader, that appropriate staff cover is provided in the absence of a Playworker.
6. To arrive in time to set up a session's activities and to stay to clear up after the children have left.
7. To liaise with the Playworkers, keeping them fully informed of the programme of activities and seeking their ideas to enable them to work as part of a team.
8. To keep a fully equipped First Aid box and to record all accidents to children, no matter how minor.
9. To ensure that the play equipment is kept in good order and that any equipment in need of repair is immediately removed from the play area.
10. To liaise with the Group Leader on all issues concerning the provision of play activities, drawing attention to the specific needs of individual children; also identifying Playworkers' training and personal development needs where appropriate.
11. To attend training meetings organized by the Family Groups Development Worker.
12. To attend training courses as required and to keep up to date on ideas and information on play with the under-fives.
13. To maintain a group diary, recording and evaluating activities, and a register of attendance for the children.
14. To inform the Group Leader as early as possible if unable to attend a session.

