



Job Title	Apprentice Playworker
Reports to	Senior Playworker
Line Manager to	None
Business Function	Operations Team
Business Operation	Thomley Hall Centre Ltd
Location	Worminghall
Number of direct reports	One
Hours of Work	40 hours per week, Mon – Sun but undertake hours to suit business needs as agreed with Operations Manager

Purpose of the role:

To support play and leisure for visitors of all abilities in a challenging but safe and secure environment enabling them to:

- Access numerous indoor and outdoor play activities as well as therapeutic resources
- Meet new friends and have fun
- Feel understood and accepted
- Develop physically and socially
- Gain independence and build self-confidence
- Enjoy a stimulating and creative environment
- Have the freedom to explore and take risks
- Be a positive role model for young people and families

Apprenticeship standard

Early years practitioner
Level 2 (GCSE)

Essence of the role:

The essence of the role is to work with the Senior Playworker and Activity Coordinators to deliver services that meet the charity's objects and strategic plan

The AP will:

- Contribute to the development and delivery of an ongoing activities programme
- Provide a high level of customer care skills to deliver a welcoming and supporting environment for disabled people, their families, friends and carers

- Prepare, deliver and recover all day to day workshops and activities for visitors.
- Deliver a varied experience for all visitors that attend Thomley

Essential Skills and Knowledge for the role

Overview

The role will require:

- Assisting in creating and managing the play environment where disabled young people can access a range of resources and be supported by a responsive and adaptable casual staff in their play
- Assisting with the development and planning of activities
- Communicate with staff and parents effectively to ensure the welfare of all young people attending
- Participate in safeguarding, first aid, fire marshal in-house training and induction requirements
- Experience working with children in a play or educational setting.
- An aptitude to develop skills and acquire relevant knowledge through training opportunities.
- Good interpersonal skills, including the ability to work in a team.
- Knowledge of key issues surrounding disability, including equality, access, inclusion, behaviour etc.
- DBS check

Accountabilities and Responsibilities

Key Accountabilities

Prepare and supervise play activities

- Specifically plan and deliver physical activities which promote active and healthy lifestyles
- Liaise with the Senior Playworker with planning or delivery of activities on focus days
- Organising, preparing and supervising play work activities, together with play workers and volunteers with responsibility to:
 - Ensure appropriate activities are planned and prepared for term time, school holidays or focus days
 - Prepare activity planners in liaison with the Ops team for publication in the newsletter
 - Prepare topical or seasonal displays around the site, using children's work where relevant

Support day to day running of the centre

- Work with colleagues as needed to promote play work activities
- Follow the cleaning procedure set by the OM
- Assist in the preparation and running of specialist on-site events
- Partake in community fundraising events

Key Responsibilities

Prepare and supervise play activities

- Prepare and supervise play activities
- Welcome all visitors and support with tours of the centre
- Consult with visitors and incorporate their ideas regarding play activities
- Be responsible for organising, preparing and supervising play work activities, together with play workers and volunteers with responsibility to:
 - Motivate, support and enable visitors of all abilities to participate in indoor and outdoor play activities, offering advice and guidance on the use of all equipment
 - Facilitate and evaluate external project facilitators
 - Encourage free play
- Prepare activities and attend morning briefings to enable the site set up for the day.
- Tidy the centre at the end of each day and clean play areas if necessary

- Be jointly responsible for the safety or well-being of any individual on site alerting the Duty Manager to any arising risk
- Assist the OM in carrying out risk assessments and reducing areas of risk
- Be involved in the day to day maintenance of the site, reporting any broken equipment to the defects book
- Supervise and ensure safe use of indoor and outdoor play areas
- Be aware of legal obligations towards safeguarding children
- Assist in maintaining records such as daily site checks, accident & incident reports etc
- Attend end of day debriefing meetings

Thomley Hall Centre

Person Specification

Behaviour / Values

Thomley

Thomley improves the self-esteem, happiness and quality of life of disabled people, their families and friends, by offering healthy and purposeful activities enabling them to play, learn, socialise and work

Responsive – Rely On Us

Our staff respond to our visitors requests quickly and efficiently encompassing their needs and ideas

Always remember - If we don't look after our visitors someone else will.

Under one roof

Our staff work with our visitors to ensure that we offer a complete package within a safe, fun and supportive environment.

Simple

Our staff make life easy for our visitors at all points of contact within the organization.

Trustworthy

Our people always support the families, friends and users in any way possible.

The reputation of Thomley is in the hands of every individual within the organization.

Technical / Professional Expertise

Essential

- Minimum requirements, Employed in relevant position and hold Level 1(GCSE A*/9 to D/3) maths and English or achieve a minimum of Level 1 on Initial Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3 or equivalent.
- Experience working with disabled children/young people in a play or activity setting.
- Competent computer skills with Microsoft Office products and data management systems.
- Good interpersonal skills, including the ability to work in a team and coordinate a team in the absence of higher management.
- An aptitude to develop skills and acquire relevant knowledge through training opportunities
- An understanding of and a commitment to Equal Opportunities in the workplace.
- A clear CRB check.

Desired

- Up to date Safeguarding Trained
- First Aid Trained
- Fire Marshall Trained
- Knowledge of key issues surrounding disability, including equality, access, inclusion, behaviour etc.