

## **JOB DESCRIPTION**

<b>Job Title:</b>	Children's Play Worker
<b>Accountable to:</b>	Operations Manager
<b>Location:</b>	Ipswich
<b>Hours of Work:</b>	15 hours per week
<b>Contract:</b>	Fixed Term Contract till September 2020
<b>Salary:</b>	£6,345.00 per annum plus pension (£15,912 FTE) £8.18 an hour

### **General responsibilities:**

- a) To assist all Lighthouse Women's Aid staff, Officers, and Volunteers in maintaining good working relationships with other agencies and the public, in order to promote the work of the charity and increase financial support for the charity
- b) To ensure that your attitude and behaviour remains professional and consistent with the expectations of Lighthouse Women's Aid at all times
- c) To ensure that your work is consistent with the policies and procedures of Lighthouse Women's Aid

### **Main duties:**

#### **Working with Children:**

1. To provide a safe and secure environment to children who are temporarily staying in Refuge accommodation
2. To ensure that all play work with the children is as appropriate as possible and positively reflects the diverse models of family life and special needs having proper regard to the children's cultural and religious backgrounds
3. Understanding the emotional, psychological, physical and challenging behaviours and needs of each and every child being supported, and planning activity that is appropriate to meet those needs
4. Being responsible for planning and delivering Play Sessions and Child-Care support for children of all ages and abilities – individually, and in small groups within a playroom setting environment. This may involve lone working, or working alongside Volunteers to provide play sessions and child-care support in the Refuge settings and during organised external outings
5. Ensuring that risk assessments are adhered to during all play sessions including with regard to any specific allergies, food eating disorders, health, or behavioural issues of any particular child or children, to ensure that they are kept at minimal risk while the session is taking place
6. Under the direction of the Children & Young People's Transitional worker or other nominated staff maintaining a safe, secure, and happy environment within the Refuge, where children can build their self-confidence, and achieve their own personal goals

including support with personal hygiene, nappy changing, and feeding, when necessary

7. Being responsible for planning and delivering of a variety of play sessions, for older children staying at the Refuges. This may involve lone working, or working alongside Volunteers to provide play sessions / child-care support in the Refuge settings.

8. Assisting the Children & Young People's Transitional worker in delivering activities and outings, off site, for the benefit of children, including during the school holidays.

9. Attending Children's Meetings that are arranged by the Children & Young People's Transitional worker to encourage children to have a say in the services that they are provided.

### **Safeguarding Children / Child Protection:**

10. Ensuring that all support to children is provided in line with Lighthouse Women's Aid Safeguarding policies and procedures – children and adults

11. Under the direction of the Children & Young People's Transitional worker monitoring any child who is the subject of Safeguarding, Including observing and passing on relevant information to the Children & Young People's Transitional worker so that this can be addressed and referred to Suffolk's Children and Young Persons Department, as necessary.

12. Reporting/recording of observed behaviours/incidents or significant developments.

### **Administrative Work:**

13. Assisting the Children & Young People's Transitional worker in ensuring that all Lighthouse Women's Aid policies procedures and guidance are regularly reviewed and updated in line with current legislation – for example the Children Act, Child Protection, Safeguarding, and Ofsted requirements

14. Assisting with the updating and displaying of information about forthcoming activities and events, about local services etc. in Information Folders, Handouts, and on Notice Boards and Displays for the benefit of children staying in Refuges.

15. As part of play sessions, encouraging children to voice their opinions and give their views to make contributions to the Lighthouse Women's Aid Newsletter and to give feedback about how future services for children should be developed

### **Health and Safety:**

16. Working in accordance with written Risk Assessments in respect of all play activities including those that are off site as well as those that involve transport and lone working.

17. Visually checking that all indoor equipment is maintained in a good state of repair, and cleanliness. Reporting any concerns, breakages or repairs for outdoor play equipment to the Children & Young People's Transitional workers and / or directly to the Operations Manager for action.

18. Undertaking Early Years First Aid Training including any updates required.

19. Attending and updating any Safeguarding Adults / Safeguarding Children Child Protection training as and when required

20. Reporting any significant concerns or issues about children; about health and safety; about premises; or about other members of staff working or volunteering for Lighthouse Women's Aid to the Children & Young People's Transitional workers or to the Operations Manager, or any other member of Management Team, without delay.

**Working as a Team Member:**

21. Ensuring that all relevant issues and information is shared with other colleagues within Lighthouse Women's Aid, as appropriate

22. Ensuring that all relevant information received from Agencies and any other organisations that relates to health, safety, protection, safeguarding, and wellbeing of children, and staff working or volunteering for Lighthouse Women's Aid, is passed onto the Children & Young People's Transitional workers or to the Operations Manager, or any other member of Management Team, without delay.

23. Be prepared to work flexibly and, if required, to work occasional evenings, when activities are taking place at that time of day.

**Other duties:**

24. To attend relevant internal meetings.

25. To attend training as required

26. To carry out other tasks consistent with the nature of the post as you may be so directed by the Chief Executive

## Person Specification

The Job Description should be read in conjunction with the following Person Specification

Post: CHILDREN & YOUNG PEOPLE'S PLAY WORKER

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<b>Qualifications</b>
Relevant play worker qualification e.g. NVQ level 2, or other similar qualification. Or substantially working toward it.	
	Educated to A Level /Higher Education standard
<b>Experience</b>	<b>Experience</b>
Experience of working directly with children (aged 0 – 16 years) either in a paid or voluntary capacity	Experience of work with children and young people in a residential setting.
<b>Special Knowledge</b>	<b>Special Knowledge</b>
Knowledge of the Children Act, Comprehensive knowledge of Safeguarding Children including an understanding of legislation.	Knowledge of the voluntary sector
	Knowledge of domestic violence and ability to direct victims/professionals to appropriate support.
	An understanding of the needs of women and children affected by domestic violence / abuse
	Knowledge of primary services for children & young people i.e. education, health social care services.
<b>Practical and Intellectual Skills</b>	<b>Practical and Intellectual Skills</b>
Ability to relate to children within age range 0 – 16 years	Communicate with clarity whilst representing LWA.
Ability to follow instruction – verbal and in writing	
Ability to use initiative	
Ability to prioritise and plan work, and make routine day-to-day decisions	
Ability to work under pressure	
Ability to follow policy, procedures and guidelines	
Ability to work collaboratively with others, both inside and external to the organisation	
Ability to lone work / work with others	
I.T. skills – use of word, email, excel,	

database	
Ability to maintain Database records.	
<b>Disposition and attitude</b>	<b>Disposition and attitude</b>
Understanding and commitment to the ethos of Lighthouse Women's Aid	Commitment and dedication to working innovatively and embracing change.
Child centred / child focussed / family focussed	
Strong empathy with women, children, families fleeing domestic violence / abuse	Demonstrable ability to use integrity.
Team Player	
Honest / Reliable	
Good communicator	
Flexible / Adaptable	
Good Timekeeper	
Non-judgemental.	

**STRICTLY CONFIDENTIAL**

<b>APPLICATION FOR THE POST OF:</b>					
<b>Surname:</b>		<b>First Name(s):</b>			
<b>Address:</b>		<b>Contact Tel No:</b>			
		<b>Hours during which we can contact you:</b>			
		<b>E-mail Address:</b>			
<b>Town</b>		<b>Access to vehicle?</b>		<b>YES</b>	<b>NO</b>
<b>County &amp; Postcode</b>		<b>Are you free to take up employment in the UK?</b>		<b>YES</b>	<b>NO</b>

<b>Current / Last Employer Name:</b>					
<b>Address:</b>					
<b>Job Title:</b>					
<b>The main responsibilities of your role:</b>					
<b>Employed From Date:</b>				<b>Employed To Date:</b>	
<b>Reason for Leaving:</b>					
<b>Salary:</b>					
<b>Notice Required:</b>					

<b>Previous Employers:</b> <b>Name &amp; Address (most recent first)</b> <i>If necessary continue on a separate sheet</i>	<b>Start &amp; Finish Dates</b>	<b>Your main responsibilities</b>	<b>Reason for Leaving</b>
<b>PLEASE ACCOUNT FOR ANY GAPS IN EMPLOYMENT HISTORY</b>			

Name of University / College and School (most recent first)	Courses studied at each location	Qualification Achieved (include level of award) <i>You will be asked to produce certificates / evidence of qualifications if employment is offered and accepted</i>

<b>MEMBERSHIP OF PROFESSIONAL BODIES AND/OR VOCATIONAL QUALIFICATIONS</b>
<b>TRAINING AND DEVELOPMENT RECEIVED RELEVANT TO THIS POSITION</b>



**FURTHER INFORMATION TO SUPPORT YOUR APPLICATION**

Please refer to the person profile and give a recent example of when you have displayed behaviours required in this position e.g. Team Working: Last month, I volunteered to support a new member of staff who was having difficulty in understanding their new role. Examples can be given either from employment or home / leisure situations.

**Skills and abilities from the person profile**

**Give brief examples of occasions when you have displayed these skills and abilities**

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**If you require further space to complete any information on pages 1-3, please attach a separate sheet clearly marked with the position for which you are applying and your name**

<b>REFEREES</b>			
<b>*Your personal referee should be a person who has known you for at least 2 years and is not related to you</b>			
<b>Current/Last Employer: Referee's Name</b>		<b>Personal: Referee's Name*</b>	
<b>Job Title</b>		<b>Job Title (if applicable)</b>	
<b>Name of Organisation</b> .....		<b>Name of Organisation (if applicable)</b>	
<b>Address</b>		<b>Address</b>	
<b>Town</b>		<b>Town</b>	
<b>County</b>		<b>County</b>	
<b>Postcode:</b>		<b>Postcode:</b>	
<b>Phone No:</b>		<b>Phone No:</b>	

We aim to be an equal opportunities employer. We will not discriminate on grounds of age (younger or older applicants) and disability and will consider each application fairly and without prejudice.

<b>I consider myself to have a disability or long-term health condition that has or is expected to last for at least 12 months.</b>	<b>Please tick</b>
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<b>If you have any particular needs and require assistance with the interview arrangements, please describe:</b>

<b>Have you ever been convicted of a criminal offence? See note below.</b>	<b>Yes</b>		<b>No</b>	
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<b>If 'Yes', please give details:</b>

The Rehabilitation of Offenders Act (ROA) 1974 sets a scale of rehabilitation periods for people who have been convicted of criminal offences. After completing such a period without further conviction, the individual can regard any conviction as 'spent' (as if it had not occurred) when applying for jobs other than those that are 'exempted'. The ROA 1974 (Exceptions) Order 1975 sets out a list of exempted occupations for which applicants are required to declare all criminal convictions. Posts within LWA fall within those exempted occupations; this means that all applicants for employment with LWA must declare all criminal convictions. However, having a criminal record will not necessarily bar an applicant from working with us.

We use the Disclosure and Barring Service (DBS) to assess the suitability of applicants who are offered employment. We comply fully with the Code of Practice – see [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or ask us for a copy of the Code.

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Where the application is successful we may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 1984 and 1998. Please also note that we may approach third parties to verify the information that you have given. By signing this form you will be providing us with your consent to all these uses.

**DECLARATION**

The statements made by me in this application and any additional sheets are true.  
I understand that appointment to this position is conditional on the information supplied with this application being correct. If I have withheld any relevant information or any information is false, I will be liable for disciplinary action, including dismissal.

Signature

Date

Please Print Name

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### Guidance Notes on Submitting Your Application

These notes have been produced as a result of the experience of candidates. We hope you find them helpful.

The job description gives a full list of the duties which will be required of the post holder and contains details of the experience, qualifications, skills and abilities we consider are necessary to carry out those duties. What you say on your application form will be matched only against those criteria.

The equal opportunities monitoring form is separated from your application as soon as it is received. It is used only for statistical purposes so that we can assess whether our recruitment practices are attracting a range of people from all groups within society, including those who are traditionally discriminated against.

It is essential that you show on your application, how your current and previous work, training, voluntary activities or life experience equip you for the post.

It is essential to complete every section of the form. **PLEASE DO NOT ENCLOSE a C.V.** as listing points from your current job description is not likely to be sufficient.

1. Look through all the information you have been sent before you start writing anything. Think about whether, as a minimum, you satisfy all the "Essential Criteria" of the job description. If you do not, you are unlikely to be selected for interview.
2. Identify the selection criteria set out in the job description and address each of these points directly.
3. Be specific and direct about your experience: give examples, use positive statements e.g. "I organised..." "I taught..."
4. Where you have not got a lot of practical experience, try to show your awareness by stating how you could deal with situations using other experiences in life or other areas of work.
5. It is not only your successes that are of interest. Opinions and evaluation on 'why things went wrong' can display your insight to the panel.
6. Equal opportunity is at the centre of Lighthouse Women's Aid, in both our recruitment practices and service delivery. Keep this dimension foremost in your mind as you fill in your application form. Try to keep suggestions in this area practical, talk about your work or other experience of equal opportunities policy and implementation.
7. If you do things outside your work which demonstrate your skills and experience, then say so – relating them to the criteria on the job description. Examples may include budgeting in your household, home management or being involved in the community or voluntary activities.
8. Use a separate sheet for your supporting statement if you wish – don't try and cram it all into the space provided. Please keep what you write relevant and concise. As a rough guide, two more A4 typed sheets or three sides of hand-written text should cover it!
9. Keep a copy of your application.
10. Write or type clearly on white paper – your form will need to be photocopied. Please leave margins of at least an inch on either side of your pages, otherwise edges may not photocopy well.

Completed application and equal opportunities forms should be returned to Zoe Garnish  
Lighthouse Women's Aid, Westgate House, Museum Street, Ipswich, Suffolk, IP1 1HQ - **Please mark your envelope 'Private and Confidential'. Or email to [zoe@lighthousewa.org.uk](mailto:zoe@lighthousewa.org.uk).**

If you have any feedback on our application pack, we would be delighted to receive it. We keep our processes under continual review and find your comments most helpful.

If you have any reason to believe that your application for employment has not been fairly considered, you should inform the HR Department who will ensure that the matter is fully investigated and inform you of the outcome.

## Equal Opportunities Monitoring Form

Lighthouse Women's Aid is committed to equal opportunities. Procedures designed to avoid the possibility of discrimination at each stage of our recruitment process have been introduced. To enable us to monitor the effectiveness of these practices, we would be grateful if you could complete this form. The short-listing and interview panel will not see this form. It will be removed by our Human Resources Department and used for statistical analysis only.

Please delete/Circle as appropriate:

<b>Post Applied For:</b>			
<b>Surname:</b>		<b>First Name:</b>	
<b>Date of Birth:</b>	<i>LWA does not impose a retirement age. Employees have the right to request to work beyond 65 years and all requests will be considered. We will not discount applications from people age 65+; they will be assessed against the job criteria and the applicants ability to meet them.</i>		
<b>Personal Status:</b>	Single / Married / Separated / Divorced / Widowed / Other		

Gender	Sexual Orientation	What is your religion or belief
Male	Bisexual	Buddhist
Female	Gay Man	Christian
Transgender	Gay Woman/Lesbian	Hindu
Non-binary	Heterosexual	Jewish
Other	Other	Muslim
Prefer not to disclose	Prefer not to disclose	Sikh
Details:	Details:	No religion
		Other
		Prefer not to disclose
<b>Do you consider yourself to be disabled: Yes / No</b>		Details:
<b>If yes, please give details:</b>		

I would describe my ethnic origin as:			
White:	Mixed:	Asian/Asian British	Black/Black British
British	White & Black African	Indian	Caribbean
Irish	White & Black Caribbean	Pakistani	African
Other	White & Asian	Bangladeshi	Other
Gypsy/Traveller	Other	Chinese	
		Other	

I consent to the processing of the above data for statistical purposes only

<b>Signature:</b>		<b>Date:</b>	
<b>Print Name:</b>			