

Join us to help improve the lives of disabled children and their families by becoming our next Play Team Leader



Job Title: Play Team Leader **Hours:** 37 hours per week across a 5-day pattern

Location: Dundee (occasional cover in Fife) **Salary:** £27,000-£29,000 (depending on experience)

JOB PURPOSE

The Yard is an award-winning charity that runs adventure play services for children with disabilities and/or additional support needs and their families. We offer creative and inclusive adventure play experiences alongside wraparound support for the whole family. We believe in fostering communities of friendship and peer support without judgement. Since we opened in 1986, our services have grown significantly, but we will always retain our holistic approach and ethos of child-centred and child-led play services.

The purpose of this role is to develop and embed our new short break care service in Dundee. We are looking for creative and resilient individuals capable of leading a team. You will be responsible for creating innovative and engaging activities and supporting the needs and interests of our children and young people. The role also involves ensuring all relevant compliance and service administrative tasks are completed. On occasion you may be asked to cover our Play Service in Kirkcaldy, any out-of-pocket expenses will be covered.

If successful, the candidate can expect a non-hierarchical, supportive and understanding work environment, where the team is highly passionate and committed to our mission. Personal development is encouraged and supported, and regular training is provided.

We are an accredited living wage employer and offer a wide range of benefits.

ORGANISATIONAL STRUCTURE

Reports to Service Development Manager.

This post has line management responsibilities for Play Workers, Support Workers, Sessional Play Workers and Volunteers.

KEY RESPONSIBILITIES

The role of the Play Team Leader is to supervise the services we run, and to ensure the following tasks are undertaken to the highest of standards:

- Always ensure the safety of the children within The Yard, including undertaking health and safety duties, being aware of medical requirements and the safe supervision of children while they are in our care.
- Verify the safe arrival and departure of children. This includes maintenance of the daily register, including the online system, confirming only authorised signatories collect children when they are in our care.
- Engage children and young people in creative play and manage suitable activity plans for their different ages, abilities and interests.
- Liaise with the parents and carers of children and young people, schools and other organisations using The Yard's services to ensure service satisfaction remains high, services reflect the requirements of all parties and provide a feedback point for concerns or suggestions.
- Ensure that all children and young people have their needs met through the development of a comprehensive Personal Support Plan.
- Supervise play, support and volunteer staff effectively, ensuring that there is adherence to all terms and conditions as outlined in the Yard's policies and procedures.
- Develop and maintain the service in line with Care Inspectorate procedures and regulations.
- Provide ongoing support to line reports in achieving their development goals in accordance with The Yard's formal review procedure.
- Monitor team compliance with The Yard's Policy on Equal Opportunities, Health and Safety at Work and Child Protection among others.
- Effectively maintain a high degree of confidentiality in accordance with the Data Protection Act in respect to staff, clients and activities.
- Undertake any training identified by your line manager.
- Carry out any other reasonable tasks commensurate with the duties of a Play Team Leader in a play or youth setting.
- Disclose any changes in circumstances, including any convictions or cautions that would alter the terms of employment, and of the PVG Scheme.

Implicit in this job description is the Scottish Social Services Council Code of Practice. This is to:

- Build and maintain the trust and confidence of individuals and carers.
- Recognise that individuals have the right to take risks and will work with them to understand and manage those risks.
- Be accountable for the quality of your work and take responsibility for maintaining and improving your knowledge and skills.
- Uphold public trust and confidence.

AUTHORITIES AND LIMITATIONS

Authority to purchase up to the limit of the delegated authority approved by the Board

KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCIES

Essential qualities and experience:

- The ability to register successfully with the Scottish Social Services Council (SSSC) as a Practitioner and undertake a successful PVG check.
- Hold SVQ Level 4 or equivalent qualification in line with SSSC registration requirements or be prepared to work to obtain them
- Management experience, including direct staff supervision, staff development, implementation of rotas and recruitment.
- Experience of working with children and young people with a range of disabilities.
- Excellent communication skills, both written and verbal.
- Excellent organisational skills and administrative abilities.
- Proven track record of implementing evaluation processes.
- Leadership skills and team building capacity.
- Fully competent in MS Office, including Ms Word, MS Excel and databases.
- Ability to work flexible hours including weekends and evenings, in line with service requirements.

Desirable qualities and experience:

- Knowledge and experience of facilitating indoor and outdoor play opportunities and environments and leading recreational activities
- Experience of running training sessions and workshops
- Knowledge and experience of facilitating young people's social activities
- Knowledge and experience of working within a regulated service
- First Aid at Work Certificate
- Health and Safety at Work
- Elementary Food Hygiene Certificate
- Clean Driving Licence