



JOB DESCRIPTION FOR Level 3 Playleader

Job Title: Playleader – Level 3
Employed by: Kemerton Early Years & Forest School C.I.C
Line Manager: Deputy Manager

Main purpose of the position

1. To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
2. To give support to staff within the setting.
3. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
4. To build and maintain a strong partnership working with parents to enable children's needs to be met.

Main responsibilities and tasks:

1. To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members).
2. Implement planning, assessment and record-keeping procedures in line with the EYFS requirements.
3. To keep records of your key children's development and learning journeys and share as appropriate with parents, carers and other key adults in the child's life.
4. To develop your role within the team, especially with regard to being a key person.
5. To take responsibility for personal development, keeping up-to-date with the latest ideas in the education and development of the under 5's through training courses, in service days and relevant publications and sharing knowledge and understanding with the team.
6. Support all staff, students and volunteers and work together as a team.
7. To work with the team in providing a stimulating safe play environment with adequate provision for different types of play.
8. To develop and maintain strong and positive partnerships and communication with parents/carers and encourage parental involvement in their child's development.
9. To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories and to demonstrate a positive attitude through practical application.
10. To advise Managing Director/Deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
11. To be involved in and attend out of working hours activities, e.g. training, weekly/monthly staff meetings, etc.

12. To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
13. To read, understand and adhere to the setting's policies and procedures and implement them.
14. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
15. To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
16. To ensure good standards of safety, hygiene and cleanliness are maintained at all times
17. To be familiar with the setting's Safeguarding policy, and have an awareness of one's responsibility for promoting and safeguarding the welfare of children at the setting.
18. To carry out any reasonable tasks as requested by the Managing Director

Personnel Specification – Playleader

Attributes	Criteria	How Identified	Rank
Education and Training	1. Minimum of a relevant and recognised Level 3 qualification	A	Essential
	Evidence of ongoing personal development training	A & I	Desirable
	2. Desire to continue with professional development	A & I	Desirable
	3. To gain a recognised Professional Status i.e. Early Years Professional Status (EYPS)	A & I	Desirable
	4. Recent Paediatric First Aid certificate	A	Desirable
Relevant Experience	5. Basic Food Hygiene	A	Desirable
	6. Experience in working with children	A & I	Essential
	7. Experience of working in an early years setting	A & I	Desirable
	8. Experience of implementation of EYFS	A & I	Desirable
General and Special Knowledge	9. Experience of working in partnership with parents	A & I	Desirable
	10. Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006	A & I	Essential
	11. Knowledge of Child Development and children's needs	A & I	Essential
Skills and Abilities	12. Ability to work with parents/carers/families to encourage partnership working	A & I	Essential
	13. Ability to communicate well with adults and children	A & I	Essential
	14. Ability to work as part of a team	A	Essential
	15. Ability to write legibly	A	Desirable
	16. Good presentation skills	A	Desirable
	17. Possess a level of general computer literacy with a range of IT skills.	A & I	Desirable
	18. Good organisational skills	A & I	Desirable
Any Additional Factors	19. Ability to demonstrate creative abilities	A & I	Desirable
	20. Understanding of Equal Opportunities	A & I	Essential
	21. Awareness of Health & Safety and practical Hygiene issues	A & I	Essential
	22. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary	A & I	Essential

Key:

A = Application

I = Interview