



## HONEYCROFT JOB DESCRIPTION

<b>JOB TITLE</b>	121 SEN Playworker
<b>PLACE OF WORK</b>	St. Barnabas Hall, Sackville Road, Hove
<b>HOURS OF WORK</b>	Part time approx. 25 hrs per week
<b>DAYS OF WORK</b>	To be confirmed
<b>RATE OF PAY</b>	£7.50 to £8 per hour for Level 3 staff depending on age and experience
<b>HOLIDAY ENTITLEMENT</b>	4 weeks per year and Bank Holidays (Pro rata)
<b>ACCOUNTABLE TO</b>	Nursery Manager

Please note this is initially a temporary contract until end of August 2018. However, an extended or permanent contract may be offered after this date if additional support is required in September.

### AIM OF POSITION

- To work as part of a team of staff in the delivery of exceptional play and care in the nursery, creating a safe and stimulating environment.

### ALL STAFF

1. To be committed to the aims and objectives, vision and values of Honeycroft.
2. To be familiar with and committed to the implementation of Honeycroft's Equal Opportunities and Child Protection policy and all other policies, ensuring all procedures are reinforced and correctly adhered to.
3. To ensure confidentiality and discretion is maintained at all times.
4. To encourage and promote wider family engagement at Honeycroft.
5. To act in a professional manner and always be a positive role model when representing Honeycroft.
6. To support the centre's communication & marketing strategy and fundraising strategy.
7. To contribute to the development of the staff team by taking part in training, and offering ongoing support and or mentoring as appropriate.
8. To attend meetings, training and planning sessions with other team members as reasonably required.



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### **SPECIFIC TO ROLE**

**To work as part of a team to deliver exceptional childcare in accordance with the Early Years Statutory Guidance and other legislations by supporting the individual needs of child / ren with Special Educational Needs**

- a) Working as part of a team of volunteers, workers and students to provide consistent care and emotional support to identified child.
- b) Developing own knowledge of a range of specific needs (e.g. Physical, developmental and emotional) and working towards the participation of identified child.
- c) Ensuring the general health, safety and welfare of all children attending each session, whilst overseeing the personal care of identified child.
- d) Being responsible as a Key worker and 121 Playworker to carry out regular observations and agreed methods of tracking and monitoring to support the development of the identified child, ensuring all data is collated and up to date.
- e) Contributing to the planning and delivery of core activities as outlined by other support agencies working with identified child.
- f) Maintaining the cleanliness and tidiness of equipment and ensuring any areas of responsibility are well maintained and left in an orderly state.
- g) Contributing towards the induction and mentoring of new workers and volunteers supporting their development and training needs.
- h) Keeping all necessary paper work in order and report any concerns relating to all children, staff, parents regarding safeguarding and / or complaints to the Nursery Manager.
- i) Liaising with the SENCO on a regular basis to provide updates on pre-agreed targets and objectives in accordance with any programmes implemented by other support agencies.

### **AND FINALLY...**

1. To undertake any such training and duties associated with this post for the effective running of the centre.