

## Play Development Senior Practitioner

Reference No.	I310.01	Type	Individual
Service	Education		
Job Family	Para Professional	Grade	FC5

### Purpose

Managing the day to day operation and delivery of play activities including outdoor play programmes and projects for children and young people across Fife within the Play Development Team.

Operating and promoting Fife Play Resource including organising deliveries of Fife Play Resource warehouse stock, supporting professional play practice and customer service.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Providing support, supervision and direction to Play Development Assistants and any other designated team members in conjunction with the line manager.

Providing for the care and wellbeing of children participating in play programmes and play projects, including transport to/from activity in accordance with individual care and support plans, developing opportunities to build on learning which has taken place in school or outside of school.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**

**D**

SVQ level 3 Playwork or equivalent

✓

Supervisory Experience (Take Ownership – See How We Work Matters Framework)

✓

Ability to provide a regular and effective service

✓

Experience of working with children (Deliver results)

✓

## Role Profile

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Being aware and alert to situations of child neglect and possible abuse and act in accordance with the Child Protection and Inter-agency guidelines.	Knowledge of Child Protection Guidelines	✓	
Ensuring safe storage of foodstuffs, rotation of stock and ordering to replenish stock as required during the outdoor play project.	Food Hygiene Certificate		✓
Working in partnership with parents/carers and other professionals to encourage open communication and involvement in the play programme and projects. Promoting and engaging families in positive play experiences.			
Providing support and supervision meetings for staff members and document these accordingly.	Communication Skills	✓	
Supporting and promoting practice that reflects the needs and protects the rights of children, providing choice and freedom within a free play environment, listening to their concerns or worries and acting as an advocate or mediator when appropriate.			
Encouraging fair and caring behaviour among the children and staff by promoting anti-discriminatory practice, responding positively to the ethnic, social, cultural and gender differences among the children as well as intervening appropriately where children display challenging behaviour. Providing a welcoming and inclusive atmosphere within all play activities.	Knowledge of Children's Rights	✓	
Administering routine and/or emergency medication providing support to children.	Experience supporting children with or without additional support needs	✓	
	Knowledge of de-escalation techniques and restorative approaches	✓	
Supervising and engaging in consultation with children and encouraging children's participation in all play types in a safe and responsible way. Providing materials and equipment to create play	First Aid Certificate		✓

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spaces including outdoors, for children to engage in free play.			
Overseeing the day to day running of the play programmes and projects. Co-ordinating the delivery and supporting the planning and preparation of play programmes and projects, providing and evaluating a variety of stimulating, creative age/stage appropriate play programme/project with colleagues.	Knowledge of Playwork, Playwork Principles and Play Types  Team working skills (Work together)	✓  ✓	
Observing children playing, recording observations and writing progress reports, assessing and evaluating play activities and programmes. Be aware of and work appropriately in relation to confidential and sensitive information.	Experience writing reports and completing records	✓	
Carrying out administration and financial procedures, record keeping, ordering and purchasing in accordance with Fife Council procedures by such tasks as maintaining Fife Play Resource records, daily registers, children's referral forms, records and other child related information, emergency contact lists, purchasing card paperwork and ordering online for resources and purchasing snack for outdoor play project using a Fife Council purchasing card.	IT Skills (Embrace technology and information)	✓	
Overseeing and operating Fife Play Resource online booking system, arranging delivery schedules for drop off and pick up, processing of customer orders, memberships and ensuring the inventory and booking system is maintained and up to date and contribute to the review and development of the system.			
Researching and recommending new resources, be familiar with the operation of all equipment and resources for inclusion in the online catalogue. Advising and training where necessary users in use of equipment and resources, contributing to colleagues' professional development by sharing knowledge and expertise.			
Carrying out daily Health and Safety checks, risk assessments to maintain a safe and secure working environment, dealing with emergencies, injuries and incidents in accordance with organisational procedures. Ensuring all systems and processes adhered to within the	Knowledge of Health & Safety  Experience working in a warehouse environment	✓  ✓	✓

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Fife Play Resource warehouse environment ensuring all resources are stored safely and appropriately.			
Supervising and preparing the delivery of Fife Play Resource stock to members including checking and cleaning stock, ensuring that all physical resources are fully functional, making general repairs where possible and arranging specialist repairs and occasional disposal, loading and unloading equipment and operating the Fife Play Resource delivery vehicle.	Full Driving Licence  Manual Handling Skills	✓  ✓	
Providing advice, information and good quality customer service to members of Fife Play Resource Service, answering customer queries in a friendly, helpful and efficient manner and obtaining customer feedback on the service. Contributing to the continuous quality improvement of the service, promoting the benefits of Fife Play Resource across organisations and communities in Fife.	Experience of providing a customer service (Focus on customers)	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>

# Role Profile

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:	Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>