



REQUIREMENTS OF ROLE

POST TITLE: Arts playworker
SERVICE UNIT: Leisure Services
GRADE/PAYMENT: £9.09 per hour (inclusive of holiday pay)
RESPONSIBLE TO: Playscheme Site Manager

Overall Purpose:

- To support the delivery of the FISH playscheme, in providing accessible play, cultural and leisure activities for young people aged 10-16 years old
- To facilitate the delivery of open access, planned visual arts and craft activities on the FISH playscheme
- To support the Playscheme Site Manager in creating stimulating, challenging and fun opportunities for young people attending FISH

Main Duties

1. To plan for, organise resources and deliver art activities each day within the FISH playscheme
2. To be adaptable to the needs of individual young people and responsive to their needs within an open access play environment.
3. To create an environment where young people can make choices to access the activity and be supported by a responsive and adaptable approach to them taking part.
4. To ensure a variety of art activities are prepared for and planned prior to the scheme and make the necessary arrangements with FISH management for additional resources.
5. To allow time to set up the supplies and equipment needed for each session.
6. To take responsibility for keeping the FISH art cupboard clean and tidy.
7. To manage risk within the activity and ensure all activity is delivered through a robust and considered approach to risk benefit assessments.

8. To ensure that all work is delivered under the procedures and policies for provision in accordance with best practice, health and safety and safeguarding.
9. To support the promotion of positive behaviour of young people.
10. To assist the Arts facilitator in the art room 2 days a week, as required.
11. To promote and deliver a high public profile and customer care service on behalf of Guildford Borough Council. To be responsible for communicating with other staff and parents effectively to ensure the welfare of all young people attending the scheme.
12. To participate in safeguarding, FISH training and induction prior to the start of the scheme.
13. To promote and deliver a high public profile and customer care service on behalf of Guildford Borough Council.
14. It is in the nature of work with young people that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are expected to work in a flexible way when the occasion arises.

P.T.O

BEHAVIOURAL COMPETENCIES

These are common to all jobs at Guildford Borough Council and which are important in enabling the Council to achieve its strategic objectives.

Effective Communication

Communicates effectively. Uses communication methods and standards, together with well-reasoned arguments to convince and persuade where necessary.

Focus on efficiency

Meets or exceeds the Council's standards by monitoring the quality of own work, team or service delivery. Continually looks for areas of improvement to ensure efficiency, effectiveness, and value for money.

Builds relationships

Presents a professional image; uses interpersonal skills to form positive and productive working relationships within and beyond the organisation.

Commitment to the organisation

Consistently supports and demonstrates an understanding of and commitment to the Council's vision and values. Acts with integrity and accountability.

In addition to the above competencies the post will also require the following skills:

- Working with young people
- Creativity in developing and initiating arts and play

FURTHER INFORMATION

Hours of work

The FISH scheme delivers for 1 week Monday to Friday during the Easter school holidays and 3 weeks Monday to Friday during the summer school holidays.

The basic hours of work applicable to the position are 37.5 hours per week during scheme delivery. The daily hours of work are 9.30am to 5.00pm daily.

Due to the nature of the post, occasional additional flexible hours will be required including training and induction attendance on weekends or in the evenings. The postholder will also be paid, and required to attend, an additional 3 hours for preparation and planning with the Arts Officer at Guildford Borough Council prior to the start of the scheme. This must be at least one month prior to the scheme so that materials can be ordered and activities can be added to the on-site timetable.

Uniform provided must be worn for this post.



Sickness

In the case of sickness you must notify the FISH site manager (07917 643631) which is the contact while the scheme is running. We do expect you to have briefed the Site Manager on your workshops so that they can run your session in your absence if necessary. You should provide workshop plans listing how the activity is run in advance of the scheme.

Specific Equipment/Facilities/Access

We must be made aware of any additional equipment, facilities or access requirements for your activity at the earliest opportunity but no later than 21 days before the start of the FISH scheme. This includes any assistance you require with unloading equipment/ photocopying etc.

Confidentiality

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner.

Standards of conduct

The Council expects the highest standard of conduct at all times from their staff in relation to their employment. You will be provided with a copy of the FISH Staff Manual which we would expect you to have read and understood.

Health and Safety

The Council is committed to a healthy and safe working environment and expects all employees to implement and promote its policy in all aspects of their work.

Requirements for risk assessments

It is a requirement of your role as arts leader that you are able to demonstrate a considered and well planned approach to your activities in the form of a risk assessment. We are able to provide a template document along with simple guidance notes. This information will be provided to you on confirmation of your employment. **You will be required to submit a completed risk assessment at least 14 days prior to delivery to enable us to make any necessary adjustments if required.** If you already have a risk assessment available we will be happy to accept this on the basis that it has the relevant information required.

Equal Opportunities

The Council is completely committed to the principles of equalities and diversity and strives to ensure that related policies and legislation are complied with. Part of this commitment requires all members of the Council, as part of their role, to promote equalities and diversity.

Data Protection Act

During the course of your employment, you are required to observe and follow the specific requirements placed on all staff by the Council's Data Protection Policy and Procedures.

This job description is an accurate reflection of the job at the date shown below. In consultation with you, it may be subject to variation by the FISH project manager to reflect or anticipate changes in or to the job.

Reviewed: January 2019



PERSON SPECIFICATION

POST TITLE: Arts Playworker (FISH)

SERVICE UNIT: Leisure Services

Criteria	Assessment Method (A or I)*	Essential or Desirable
Qualifications and Training		
A Level or BTEC Level 3 in visual arts, crafts or related fields (such as set design and costume design).	A	D
NVQ Level 2 or equivalent in a play work, working with children related, youth related or teaching discipline.	A I	D
Safeguarding Children	A/I	D
First Aid	A/I	D
Knowledge and Experience		
Have a working knowledge and direct experience of working with young people or children.	A/I	E
An understanding of the Playwork Principles	A/I/	E
An understanding of the importance of creating play environments which are child or young people led.	A/I/	E
An understanding and appreciation of the differing needs and abilities of young people and children.	A/I	D
An understanding of inclusion in children and young people's activities.	A/I	D
Creativity in preparing for, developing and leading activities and opportunities for young people	A/I	E
Skills		
Ability to communicate effectively and appropriately both verbally and in writing with a range of people including: children, parents and members of staff.	A/I	E
Ability to lead on the creation and delivery of innovative arts and play opportunities for children and young people.	A/I/	E
Ability to work alone but also to work with and motivate others in the team.	A/I	E
Personal Qualities		
Fun approach to inspiring children's play through the arts	A/I	E

Ability to relate to a wide range of people.	I	E
Adaptable and willing to embrace challenges.	I	E
Special Requirements		
Enhanced Disclosure and Barring Service (DBS) Clearance (Post exempt from the Rehabilitation of Offenders Act 1974)	DBS	E

A = Application Form

I = Interview

Please note that the criteria specified on this form will be used as guidance when shortlisting all applications and again at interview. Please ensure you provide evidence within your application giving examples, where appropriate, as to how you meet the specified requirement for the job.

Reviewed: January 2019