



JOB DESCRIPTION

POST TITLE: Keyworker (FISH)
SERVICE UNIT: Leisure Services
GRADE: £9.30 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 support the Playscheme Site Manager and Senior Playworkers in creating stimulating, challenging and fun opportunities for young people attending FISH
- To specifically provide 1:2:1 support to young people with additional needs or a disability to enable them to have an equal opportunity to take part in all aspects of the FISH scheme.

Main Duties

1. To be adaptable to the needs of individual young people and responsive to their needs within the play environment.
2. To utilise the information provided by parents, carers and FISH project management to provide for the individual needs of the young person being supported to access opportunities on FISH
3. To create a play environment where the young people can make choices, access a range of resources and be supported by a responsive and adaptable approach to their play.
4. To provide for an environment where the young person can be independent whilst considering their individual needs, capabilities and welfare.
5. To be proactive in offering ideas, initiating activities where appropriate and encouraging the young person to realise their own abilities, whilst having an appreciation of the impact of adult intervention on the young person's freedom to choose and create their own play environment.
6. To have an awareness of risks within the play and leisure opportunities delivered through a robust and considered approach to risk benefit assessments which, takes into account the young person's own capabilities and welfare.

7. To have responsibility for ensuring that the young person takes any medication as required.
8. To communicate effectively with all other staff to ensure the young person is fully supported through the scheme in accessing opportunities.
9. To ensure that all work is delivered under the procedures and policies for provision in accordance with best practice, health and safety and safeguarding.
10. To support the administration of the scheme as required, ensuring the welfare of all young people.
11. To support the promotion of positive behaviour of young people.
12. To be responsible for communicating with other staff and parents effectively to ensure the welfare of all young people attending the scheme.
13. To participate in safeguarding, FISH training and induction prior to the start of the scheme.
14. To promote and deliver a high public profile and customer care service on behalf of Guildford Borough Council.
15. 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.

BEHAVIOURAL COMPETENCIES

These are common to all jobs at GBC 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 play opportunities

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 between 37.5 and 50 hours per week during scheme delivery dependant on support required by the individual child.

The daily hours of work are either 8am to 6pm or 9.30am to 5pm daily (to be arranged prior to the start of the scheme).

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.

Uniform provided must be worn for this post.

Training and Development:

Training and development opportunities will be provided as required prior to the scheme and future training will be available as identified and appropriate.

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.

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.

The nature of this post will involve elements of physical work including lifting, carrying, running and working in an outdoor environment in all weathers.

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 your line manager to reflect or anticipate changes in or to the job.

Reviewed: January 2015



PERSON SPECIFICATION

POST TITLE: Keyworker (FISH)
SERVICE UNIT: Leisure Services

Criteria	Assessment Method (A, I, T or P)*	Essential or Desirable
Qualifications and Training		
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 previous experience of supporting children or young people with special needs or a disability.	A/I	D
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
Able to demonstrate an understanding of inclusion and the differing needs and abilities in children and young people.	A/I	D
Creativity in preparing for, developing and leading activities and opportunities for young people	A/I	D
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
Experience and confidence in using a range of computer programmes, including Microsoft Office or similar product.	A/I	D
Ability to lead on the creation and delivery of innovative play opportunities for children and young people.	A/I/	D
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	A/I/	E
Ability to relate to a wide range of people.	I	E
Adaptable and willingness to embrace challenges.	I	E
A patient approach to working with children and young people.	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
T = Skills based test
P = Presentation

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 2015