



Mochdre Playgroup

*Ysgol Babanod Mochdre, Station Road,
Mochdre, LL28 5EF*



Job Title: PLAYGROUP LEADER

Responsible To: The Registered Person and Committee

Salary: Level 3 £10.50 per hour
Level 5 £11.50 per hour.

Hours of Work: 15 playgroup hours per week plus 5 PPA hours (20 hours total)

Location: Mochdre Playgroup, Within Ysgol Babanod Mochdre, Station Road, Mochdre

Purpose of Job:

The leader will assume overall responsibility during sessions to promote high quality provision for children and to ensure safe, stimulating play for each individual child. The leader will be responsible for the line management of staff within the setting.

Other requirements include continuing the positive relations between school staff, being mindful that the setting operates in a shared room within the school. The Leader will liaise positively and constructively with other stakeholders to ensure the smooth operation and development of the setting i.e. The accountant, Headteacher/ Foundation Phase, Estyn, Flying Start etc (*List not exhaustive*)

Main Duties:

Children

- Ensure the provision of a safe, stimulating early years environment in which children are able to learn and play through planned activities.
- Plan, prepare and deliver activities, which meet children's individual developmental needs in line with Foundation Phase including evaluation and assessment, with the assistance of all staff.
- Have up-to-date knowledge of curriculum planning, assessment and reporting, and be able to support staff with this.
- Follow guidelines and procedures for child protection and safeguarding as recommended by the registering authority.
- Administer first aid as appropriate.
- Ensure that the group's equipment is set out before each session and cleared away after children have left.
- Implement procedures for children with additional needs.
- Encourage child participation, taking time to listen to the children and encourage them to develop.
- Ensure there is a good, happy atmosphere in each session every day.
- Ensure the children are supervised at all times.
- Work in partnership with parents ensuring that they are kept fully involved and informed about their child's activities, achievements and progress, and encourage parental involvement.



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Staff and Management

- Manage, co-ordinate and supervise the assistants, volunteers and/or students – inform the line manager of any problems, disagreements and/or concerns and agree action plans.
- Carry out annual appraisals and regular one-to-one supervision of staff.
- Be responsible for the co-ordination of team meetings.
- Ensure all staff participate in the drawing up of daily, weekly and monthly planning of activities and events taking into account the individual needs of the children, and monitor the effectiveness of the plans within the setting.
- Encourage staff to review the quality of their practice, ensure staff review and evaluate all aspects of their work.
- Liaise with parents, schools and other agencies as appropriate.
- Treat all children, parents, staff/colleagues with respect and provide an example of good conduct that you would expect others to follow.
- Carry out the induction of any new staff which includes health and safety and child protection policies and procedures during their first week of employment.
- Ensure the developmental needs of all staff are addressed and provided for on a regular basis, including your own personal development.

Administration

- Carry out day-to-day administration, registers, record keeping, and fees.
- Keep all administration up to date including information that is required to meet CIW regulations.
- Work with the staff to review and amend all policies and procedures annually in line with CIW regulatory requirements.
- Maintain appropriate records, registers and reports to ensure legal and regulatory requirements are met.
- Produce regular progress and self-evaluation reports.
- Attend internal and external meetings as necessary, to ensure the successful delivery and development of the service.
- Support, organise and conduct various fundraising activities.
- Maintain documentation in accordance with GDPR.
- Keep confidential any information regarding children, their families or other staff.

Legal

- Ensure that all aspects of service provision meet with the requirements of relevant legislation, eg The Children Act 1989, CIW and Estyn. Maintain the standards at all times with the support of staff, committee and your line manager.
- Undertake the health and safety responsibilities that fall within the Health and Safety at Work etc Act 1974.
- Ensure all activities are operated in accordance with equal opportunities legislation and all policies.
- Carry out and maintain risk assessments and policies.
- Attend regular training to keep updated on legislation and for personal development.

Multi Agency Working

- Liaise with CIW, social services and other professionals as necessary and ensure that all legal and statutory requirements are implemented.
- Work in partnership with other agencies and any other professional bodies to which you may be affiliated.

There is a six-month probationary period for this post and it is subject to a satisfactory enhanced DBS check. The post is funded largely by local authority funding and therefore will be dependent upon renewal of annual grants. This job description is as currently applies and will be reviewed regularly as part of development and performance review, and may be subject to other variances. You may be required to undertake other tasks that can be reasonably assigned to you from time to time.

The management committee approved this job description.

Signed _____ Review date _____

Person Specification

E = Essential

D = Desirable

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| 1. To possess a relevant qualification as defined by the registering authority (level 3) in early years and childcare. | E |
| 2. To possess a level 4/5 qualification (or working towards) in early years and childcare. | D |
| 3. At least two years' experience of working with pre-school aged children. | E |
| 4. Experience of supervising staff or volunteers. | E |
| 5. Experience of managing staff including appraisals, supervisions and inductions. | D |
| 6. Knowledge and practical experience of CIW legislation relevant to the childcare provision. | E |
| 7. Knowledge and practical experience of Estyn legislation relevant to the childcare provision. | E |
| 8. Knowledge and practical experience of Foundation Phase curriculum relevant to the childcare provision. | E |
| 9. Ability to produce detailed appropriate planning for all children's needs. | E |
| 10. Ability to communicate effectively with a wide range of individuals and organisations. | E |
| 11. Ability to maintain systems and records for the effective administration and financial management of the provision. | D |
| 12. An understanding and commitment to equal opportunities. | E |
| 13. An understanding of play and child development and the ability to meet children's individual needs. | E |
| 14. Experience working with children with additional needs and any procedures settings must follow. | E |
| 15. An ability to demonstrate a wide range of practical play work skills. | E |
| 16. Current first aid certificate. | E |
| 17. Current basic food hygiene certificate. | E |
| 18. Current child protection certificate. | E |
| 19. Experience of implementing risk assessments and policies. | E |
| 20. Ability to incorporate basic Welsh into the children's learning. | D |



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