

Bulwell Community Toy Library Limited

Language through Toys and Play Project

Job Description

Post Title: Project Worker

Grade: Scale 5 Pts 22-25 pro rata

Hours: 16 hours/week

Job Purpose

To assist the full time project Worker, in supporting the speech and language needs of children living in Bulwell – working in partnership with other key agencies/organisations in the area

Principal Duties and Responsibilities:

The worker will be responsible for:

- 1) Regular home visiting of children and their carers, provision of stimulating play activities, toys/equipment that will promote children's speech and language development, being highly supportive and encouraging shared play between family members.
- 2) Together with the Senior worker planning a wide-ranging programme of play activities, liaising on children's/families needs with the speech and language service and other professionals including Health Visitors, Children's Centre workers where appropriate.
- 3) Consulting with parents/carers and the children where possible on the design, delivery and evaluation of the services provided.
- 4) Networking with a variety of agencies/community organisations including the Bulwell Family of schools to ensure that, children and their families on the project are able to access the toy library and other services.
- 5) Ensuring accurate records are kept of children's progress under the guidance of the full time worker, respecting/maintaining confidentiality, and data protection.
- 6) Providing feedback on work progress at review meetings and assisting with the monitoring and evaluation of the project.
- 7) Assisting in the creation of a play activity file for use during the project and for future reference.

- 8) Assisting with the promotion of the Language through Toys and Play Project.
- 9) Assisting with administering and maintaining of the home toy loan scheme including the stock control of toys related to the project in conjunction with the toy library team using the systems and procedures that are already in place.
- 10) Facilitating the collection and delivery of toy/equipment for use in families' homes, monitoring outstanding toys and ensure that losses are kept to a minimum.
- 11) Checking toys are safe for use whilst they are in children's home using the toy library safety check procedures.
- 12) Working with volunteers involved/trainees in the running of the project where appropriate.
- 13) Driving to and from families' homes and toy library sessions where necessary..
- 14) Contributing and participating in a team approach to the wider aims and activities of the Bulwell Community Toy Library Limited
- 15) Undertaking all duties with a commitment to equal opportunities and anti-discriminatory practice.

Post holder's immediate supervisor: the Language through Toys Play Project Senior Worker

Post holder's Manager: the Bulwell Community Toy Library Project Manager

Overall Management Body Community Toy Library Management Committee

<p>NB. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties. The responsibility level of any duties should not exceed those outlined above</p>

Last reviewed – 9th June 2010

S Parkinson

Project Manager

Person Specification

Post Title:	Language through Toys and play Project Worker	
Grade:	16 hours per week	Scale 5 PT 22-25 pro rata
Date:	June 2010	

Requirements	Selection Method
<u>Knowledge</u>	
1) Extensive knowledge and understanding of the way in which children under-five learn and develop through play.	A/I
2) Knowledge of toy safety and general health and safety issues	A/I
3) An understanding of equal opportunities issues as they affect children and families	A/I
4) Knowledge of safeguarding/child protection issues, procedures and good practice	A/I
<u>Skills/Abilities-Interpersonal</u>	
5) Ability to communicate effectively, both verbally and in writing, with a range of individuals and organisations.	A/I
6) Ability work sensitively in a face-to-face setting with children and their carers.	A/I
7) Ability to present information to others in an accessible way.	A/I
8) Ability to build good relationships with colleagues and project users	A/I
9) Ability to respond to others in an approachable and tactful manner	A/I
10) Ability to promote an understanding of the needs of children, through play and give parents confidence in their own parenting ability	A/I
<u>Skills/abilities – Other</u>	
11) Organisational skills, the ability to devise and prioritise own work schedule	A/I
12) Ability to research and plan play activities for children under five of age to promote development/speech and language skills	A/I
13) Basic numeracy and literacy skills	A/I
14) Ability to play attention to detail and accuracy	A/I
15) Ability to create and maintain clear and accountable records	A/I
16) Ability to work with the minimum of day to day supervision.	A/I
17) Ability to act on own initiative	A/I
18) Ability to write correspondence and produce written reports	A/I
<u>Experience</u>	
19) Experience of working with children under-five of age, in a play setting	A/I
20) Experience of working with volunteer/parents	A/I
21) Experience of planning activities for children under-five to promote their development.	A/I

Requirements	Selection Method
<p><u>Equal Opportunities</u></p> <p>22) Understanding of, and commitment equal opportunities/anti discriminatory practice</p> <p><u>Work Related Circumstances</u></p> <p>23) Lifting/loading and unloading of toy crates 24) Transporting toys up and down stairs at base 25) Occasional work out of normal hours will be required</p> <p><u>Qualifications</u></p> <p>26) NNEB, NVQ 3 or equivalent 27) Full clean driving licence</p>	<p>A/I</p> <p>A/I A/I A/I</p>

A=Application I=Interview T= Short Test at interview (test details will be forwarded to candidates who are short-listed for interview)