

Role	Level 3 Play & Childcare Practitioner	Department	Youth and Community
Reports to	Out of School Club Manager	Contract Type	Contracted : Salaried

Job Summary

The Level 3 Play & Childcare Practitioner will work alongside the Out of School Club Manager to ensure the operational delivery of before-school, after-school, and holiday club sessions are implemented. Ensuring a safe, engaging, and high-quality environment for children, whilst maintaining compliance with safeguarding, health, and safety standards this integral role will plan and deliver activities, whilst liaising with parents, schools, and external partners this role provides a professional, inclusive, and welcoming service.

Key Responsibilities	
Development, Wellbeing and Inclusion	- Support planning and delivery of engaging, inclusive and child-led activities. - Assist in preparing a varied programme of activities that supports children's development. - Encourage children to explore their interests, develop new skills and participate in activities. - Ensure each programme reflects the individual needs and interests of each child. - Share ideas and feedback with Manager and team to help continually improve the quality of the provision.
Communication and Relationships	- Build warm, trusting relationships with children, parents, carers and colleagues. - Act as a positive and trusted adult, listening to children and responding to their needs. - Communicate effectively with Manager, team , schools and families to support smooth running of the club. - Work collaboratively with colleagues to provide a positive and memorable experience for every child.
Teamwork and Professional Practice	- Work as part of a supportive team, assisting colleagues to deliver high-quality wraparound care. - Contribute to a positive team culture that reflects YMCA Humber’s values of inclusion and community. - Implementation of policies and procedures, including safeguarding, health and safety and confidentiality. - Maintain high standards of care and professionalism at all times. - Take part in training and professional development opportunities to enhance knowledge and skills.
Schools & Community	- Support the safe transition of children from local schools into the Afterschool Club environment. - Develop positive relationships with children, families, schools and the wider community. - Represent YMCA Humber in a professional and positive manner.
Minibus Driving Requirements	- Support the safe collection and transportation of children from local schools using YMCA Humber minibus. - Help ensure children experience a safe, calm and positive transition from school into the club. - Hold a full, clean UK driving licence, held your licence for a minimum of two years, and be aged 21 or over. - Be confident driving a minibus and meet YMCA Humber’s insurance requirements.
Working Pattern	- fully flexible to meet the needs of a fluid youth and community service. - Hours include early mornings, days and early evenings, in line with the Wraparound Rota.

Education and Qualifications

- Childcare, Early Years, Playworker of Education Qualification (Level 3 or above)
- Safeguarding Children's & Child Protection
- Paediatric First Aid (or willing to undertake)

Skills and Competencies

- Experience managing within a school / childcare setting.
- Working with children of different ages and abilities.

In addition you will have experience working with children in a school, nursery, childcare, playwork, youth work, holiday club or other child-centred setting. Above all, we're seeking someone who is passionate about supporting children to learn, play and thrive in a safe, inclusive and nurturing environment.

Accountabilities

Communication & Relationships

- Promote positive service delivery for external and internal users, aligning to the ethos of the YMCA.
- Ensure professional administration of all aspects of work are undertaken in a timely manner.
- Ongoing communications with department managers and leads when required.
- Promote an open and inclusive working style.

Information Services

- Use internal YMCA Humber Information Technology systems to support day to day delivery of your role.
- Maintain accurate records and data on organisational databases.
- Ensure Mandatory GDPR Training requirements are met on an annual basis.
- Where role requires, access and implement online external sites so as to process different admin requirements.

Training & Development

- Attend regular one to one reviews, team meetings and reflective practice sessions with your Line Manager.
- Undertake mandatory training courses in line with YMCA Humber requirements.
- Undertake job specific training which will enable you to carry out your role and enhance your skills.
- Take an active lead in personal development activities to enable you to develop within your role.

Policies & Strategies

- Ensure your working practice complies with all YMCA Humber policies and procedures.
- Ensure you have read and consented to all mandatory policies during your probationary period.
- Have sight of online policies aligned directly to your role, including Fire Safety, Risk and GDPR Awareness.
- Awareness of the current Values and Strategies of the organisation.

Planning & Organisation

- Ability to plan own work schedule to support departmental targets.
- Flexibility to make decisions and contingencies to ensure effective completion of assigned tasks.
- Ability to work within the remit of the daily timetable and ensure day to day workload is completed.
- Ability to adjust methods and plans based on business needs.

Safeguarding & Confidentiality

- Ensure effective safeguarding process are on place are adhered to at all times.
- Highlight any potential safeguarding issues, actioning where appropriate.
- Undertake full Safeguarding Training in Adults and Children's Services in line with organisational need.
- Ensure data is confidential and processed in accordance with the General Data Protection Regulations 2018.

Conduct & Behaviour

- Conduct yourself in line with the general standards of conduct and behaviour.
- Have awareness of risk, health & safety at work and data protection requirements.
- Embrace the cultural diversity and beliefs of colleagues and service users.
- Operate in a professional and inclusive way through all aspects of your role.

Other Requirements

- Flexibility to work across multiple locations across the Humber Region to meet the needs of the organisation.
- Undertake any other duties as may, from time to time, be required which are commensurate with the post.
- A willingness to work to a variety of hours including evenings, weekends and bank holidays.
- Commitment to the YMCA Humber Vision, Values and Christian Ethos.