

POSITION DESCRIPTION – PLAYWORKER

Casual - 6 month contract, 16-22.4 hours per week depending on locations of preference with potential for growth

Primary Role: To assist the Australian Institute of Play with the delivery of Playwork services and other duties at Joomunje Land (with potential to support other Logan locations on an ongoing basis).

Accountability: The staff member shall be accountable to the Chief Executive Officer and Project Operations Manager for the discharge of their duties and responsibilities.

Overview:

This job will involve taking on an independent and proactive role in planning, implementing, maintaining, and reflecting on all play environments for the children in the relevant setting. It will include keeping up to date with the latest research and education pertaining to Playwork and passing this knowledge onto the wider staff body through staff meetings and Professional Developments.

Skills and experience:

1. Playwork Qualification - In order to fulfil this role, the candidate must be qualified or working towards a playwork qualification. They must also have a strong knowledge and comprehension of the Playwork Principles, Play Types and the Play Cycle and apply this knowledge to all aspects of the role.
2. First Aid - Playworkers will need to have or a willingness to get a current First Aid certificate
3. Driver License and own vehicle.
4. Completed or willing to complete Child Safe Framework training
5. Child Safety Blue Card

Key duties overview Include-

- Implementation of planned ideas.
- Observe and grow awareness of children with special needs and the inclusive practices of the service.
- Workplace health and safety checks of all areas.
- Weekly reflections.
- Monthly input at staff meetings.
- Monitoring of various play spaces.
- Maintenance of various play spaces.
- Support delivery of mobile loose parts play spaces and community events.
- Resource acquisition.
- Various grounds duties pertaining to play.
- Risk Management including Risk/Benefit analysis.
- Support AIP management with additional duties as they arise.
- Supporting external staff in implementing playwork pedagogies and principles in a practical way.
- All other Playworker duties as per job description.

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Key duties detailed:

1. Program planning, implementation and evaluation

- Assist in the planning of the program – new ideas are always welcome. Work independently and proactively to change and adapt the daily activities to suit the children’s needs and interests.
- Assist in the preparation and supervision of activities while demonstrating the ability to be flexible and spontaneous as the need arises.
- Evaluate programs regularly and make appropriate modifications and recommendations to meet the needs of children.
- Be aware of children with special needs and the inclusive practices of the service.
- Weekly strategic planning for play environments and resourcing for these
- Supporting staff in implementing Playwork pedagogies and principles in a practical way.

2. Resource Maintenance

- Inform the Manager if supplies are running low.
- Monitor equipment and resources usage to ensure they are being used appropriately and effectively.
- Monitor all equipment and ensure damaged unusable equipment is removed and equipment in play areas is rotated.

3. Administrative duties

- Regularly complete entries to the evaluation and observations book and review other staff entries to provide suggestions for the program.
- Fill out timesheets
- Ensure service routine checklists are completed (if applicable).
- Attend and actively participate in staff meetings as scheduled.

4. Teamwork

- Understand your responsibilities as a member of the AIP team. Provide support and assistance to other educators, as required. Communicate regularly with Management Team and other educators regarding the children and any other concerns.
- Make an effort to attend any staff celebrations/professional and personal development
- Treat all fellow staff with courtesy and respect in any dealings.

5. Reporting, Accountability and Compliance

- Be fully aware of and attentive to all children in your care. Know where each child in your care is and understand your duty of care.
- Follow directions of the Management. Be able to ask for advice or assistance when needed. Discuss all issues of concern with management.
- Adhere to the respective dress code and uniform of the service.
- Adhere to the code of conduct in all situations and promote the reputation of the service.

- Be flexible with working hours as the need for change arises. Demonstrate professionalism in all aspects of work. Arrive on time and ready to work.
- Staff must report any suspected child abuse to Managers.

6. Health and Safety

- Ensure daily duties and safety sweeps are completed. If unsure of anything, ask Management or other Playworkers for further information and support.
- Participate in the service's risk management process and implement safe work practices at all times.
- Report all incidents/accidents to Management immediately. Be aware of children's medical and/or dietary issues and the procedure for recording this information and the administration of medication.
- Check equipment daily, remove broken equipment, report maintenance needs, keep workspace tidy and generally care for the appearance of the service.

7. Families

- Encourage parent involvement in the service program.
- Maintain confidentiality.
- Be sensitive and understanding of the different needs of families.
- Greet families in a warm and friendly manner. Share positive information with parents about their child's day. Refer parents to Management if their child has been involved in an incident or accident during the day.
- Respect the confidentiality of families should you have access to their personal information. Never share this information in an unprofessional context.
- Participate in parent and/or fundraising activities of the service from time to time.

8. Children

- Develop positive relationships with children, showing respect at all times.
- Encourage children to develop independence and responsibility.
- Seek feedback from children about their experiences in the play space and record any suggestions with intent to implement them if possible.
- Provide effective supervision and exercise effective group management with the children in your care.
- Communicate with the children in a caring, compassionate and respectful manner. Be attentive and understanding of each child's individual needs
- Be flexible in following the changing interests and needs of the children.
- Be clear about the rules of supervision and the service behaviour management and reward processes and implement them consistently.
- Report any behaviour concerns to Management.
- Model appropriate behaviours for children and other adults at all times.

9. Policies and Procedures

- Demonstrate knowledge and understanding of all service policies and procedures and implement the relevant aspects.

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10. Professional Development

- Demonstrate commitment to ongoing professional development.
- Attend relevant training, as required, including regular staff meetings.
- Ensure knowledge and skills are up to date with current practices and trends in the Playwork sector.
- Ensure appropriate qualifications for the position are maintained.
- If issues do arise, staff must follow the Grievance procedure outlined in the induction process and report to management.