

<b>Job title:</b>	Stay, Learn and Play Worker.
<b>Salary:</b>	£17,290 Per Annum
<b>Hours:</b>	35 hours per week Monday – Friday Occasional weekends may be required e.g. community events
<b>Pension:</b>	Group Personal Pension with employer’s contribution
<b>Annual leave:</b>	25 days per annum with an additional day after 3 years’ service
<b>Tenure:</b>	Permanent
<b>Based at:</b>	Birmingham Settlement – Aston Hub – 359-361 Witton Road, Aston, B6 6NS. & Birmingham Settlement – Kingstanding Hub – 610 Kingstanding Road, B44 9SH
<b>Responsible to:</b>	Employment, Training and Enterprise Manager Reporting directly to: Senior Stay, Learn & Play Worker
<b>Responsible for:</b>	No direct line management; but contributes to overall people development
<b>Role Purpose:</b>	To support the development, design and delivery early years’ services; specifically stay, learn and play sessions ensuring constructive and safe activities to engage children and families to achieve maximum impact.
<b>Allowances:</b>	This post qualifies for casual car user allowance.

Birmingham Settlement tackles social disadvantage by working with individuals, agencies and communities to identify gaps and assets to develop and improve existing and new services.

Employment, Training & Enterprise	Developing People, Opportunities and Organisational growth
Community Engagement & Wellbeing	Engagement activities e.g. support for older people, families, young people, service users and communities.
Community Development	Community development and capacity building/infrastructure support.
Money Advice	Debt and welfare benefits advice and associated support.

The requirements listed below are broad definitions of the role. Birmingham Settlement reserves the right to amend and/or change these as and when it sees fit in line with changing needs. The post holder is expected, and agrees, as part of their role to be flexible to this end.

**Key accountabilities/job purpose:**

**1. Corporate Requirements:**

- a) To positively represent and demonstrate a commitment to the aims, objectives and values of Birmingham Settlement at all times.
- b) To work cooperatively with colleagues offering support, advice, and contributing to the development, induction and training of staff and volunteers.
- c) To work at all times in accordance with, and to assist the development and implementation of policies and procedures for service delivery and Birmingham Settlement as a whole including:
  - a. Equal Opportunities and Diversity
  - b. Safeguarding
  - c. Health and Safety
  - d. Confidentiality
- d) To be approachable and willing to go the extra mile to ensure the best possible outcome for service users; ensuring Birmingham Settlement is the provider of choice; recognising the value of, and delivering excellent customer care.
- e) To ensure all service users have the opportunity to feedback, shape, and develop services; to identify their own aspirations and goals, and to direct their own outcomes.
- f) To develop and contribute to integrated working through communication and coordination of service delivery across Birmingham Settlement and its partners.
- g) To contribute to the sustainability of Birmingham Settlement via fundraising and income generation activities.
- h) To be self-administering, and to accurately record and work towards the achievement of agreed organisational, departmental and individual KPIs and targets.
- i) To undertake training to meet new and developing needs.
- j) To carry out any other duties commensurate with the post as required by Birmingham Settlement.

## **2. Core Duties:**

- a) To plan, prepare, deliver and review the effectiveness of stay, learn and play sessions.
- b) To ensure children attending stay, learn and play sessions are cared for in a happy, secure and stimulating environment both face to face and virtual platforms such as Zoom/Teams.
- c) To develop responsive relationships with parents/carers and children attending stay, learn and play sessions.
- d) To work in partnership with parents/carers to ensure they are actively involved in the development of stay, learn and play sessions.
- e) To be responsible for developing and maintaining a good level of specialist knowledge in child care/early years by keeping informed of current trends and developments. To undertake training as and when required.
- f) To inform the Senior Stay, Learn and Play Worker and Employment, Training & Enterprise Manager immediately of any safeguarding or other needs.

## **3. Value for Money:**

A key driver for Birmingham Settlement's sustainability must be the consideration of all aspects of value for money. All employees must contribute to this concept through:

- Effective role fulfilment.
- Effective joint working and integration.
- Continual evaluation of personal performance, service user feedback, benchmarking, KPIs
- Promotion of energy saving and cost reduction e.g. recycling, reusing, reducing; responsibility and commitment to energy saving utilities, lighting, PCs, reduced printing.
- Promoting, encouraging and supporting volunteers.
- Maximising accessibility for volunteers across all service areas.

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### Person specification

Criteria	Essential	Desirable
<b>Experience</b>		
a) A minimum of 1 year working in an early years setting.	X	
<b>Skills and specialist knowledge</b>		
a) Understanding of child safeguarding principles including application	X	
b) Understanding of the principles surrounding Data Protection and confidentiality.	X	
c) Knowledge and understanding of the developmental, educational and health needs of children 0- 5 years of age.	X	
d) Experience of using virtual platforms such as zoom/teams/google classroom as a means of delivery		X
<b>People Management / Relationships</b>		
a) Respectful, open, and sensitive to others' history and experience; sensitive to local cultures and languages.	X	
b) Effective listening, communication, social and interpersonal skills.	X	
c) Ability to work sensitively with a willingness to be pro-active and work flexibly and creatively with colleagues and as part of a team.	X	
<b>Education/Training and Qualifications</b>		
a) A recognised qualification in early years e.g. BTEC, NVQ level 3/4	X	
b) Trained in Early Years Safeguarding e.g. minimum level 1	X	
c) Paediatric First Aid		X
d) Food Hygiene		X
<b>Personal Qualities</b>		
a) A confident, approachable style with ability to communicate and work cooperatively with colleagues, parents/carers and stakeholders at all levels.	X	
b) Ability to work on own initiative, self-manage time and priorities to meet deadlines	X	
c) A high level of awareness, understanding and commitment to the principles of good practice in relation to equality and diversity.	X	
d) A commitment to work for the benefit of individuals and communities in the area of work; ability to put aside personal agendas and listen without pre-judging.	X	
<b>Other / General</b>		

a) Experience of working in the voluntary/community sector.		<b>X</b>
b) Ability to speak a community language such as Urdu, Bengali		<b>X</b>
c) A full, clean, current UK driving licence and access to a car.		<b>X</b>

*Agreed MH0718*