**Job Description**

Stay and Play Co-ordinator (5 hours per week) at Grade 7

**Key tasks:**

* Plan and run a weekly Stay and Play session, creating an environment and activities to meet the needs of babies, young children and parents,
* Make contact with parents and groups in the community including isolated, vulnerable and hard to reach families, to encourage families to come to activities and sessions.
* Facilitate children’s play and exploration by providing an environment that is challenging and where children’s play and learning can be supported and extended.
* Develop activities that will support parents/ carers in developing a nurturing home learning environment.
* Liaise with other agencies delivering services for families locally e.g. health visitors, Early Help staff.
* Oversee, support and encourage volunteers
* Ensure the health and safety of people using the building by ensuring that carefully planned procedures and risk assessments are in place and understood by other staff and volunteers
* Ensure the safeguarding of children and vulnerable adults by following school policy and procedures, including those for Safeguarding, Safer Recruitment (of volunteers) and Data Protection.
* Make appropriate onward referrals for families requiring further intervention/ to meet safeguarding needs.
* Maintain written records of attendance and provision as agreed with line manager.
* Compile and provide an annual analysis of the use of the provision, including attendance records, access by different groups (including ethnicity), the range of opportunities offered, and parental satisfaction survey.
* Ensure that any knowledge and/or records of families’ circumstances are maintained in the strictest confidence.