

MyTime Play Leader (Educator) – Position Description

Our Vision For every child and family to have a place in their community to connect, learn, and belong. Our Purpose Playgroup NSW leads and delivers programs and services that strengthen child development, nurture parent and carer wellbeing, and connect communities. Our Values are to: <i>Act with integrity:</i> Put child and family wellbeing at the heart of our work, and be honest, accountable, and show respect. <i>Balance work and play:</i> Be goal focused, mindful of people's wellbeing, and contribute to a positive team culture. <i>Lead change:</i> Seek and encourage learning, innovation, and greater positive impact. <i>Embrace inclusivity:</i> Be collaborative, seek to understand, and celebrate diversity. Playgroup NSW is driven by these values, demonstrates them in our work and in our relationships and encourages them across our membership and in all our activities. MyTime MyTime organises peer support groups for parents and carers of children with disability, developmental delay or chronic medical conditions. It provides face to face and online peer support for parents/carers, with a facilitator for parents and a play leader for preschool aged children. Parents or caregivers with a child up to age 18 years, who requires a higher level of care than other children, may attend.		
Role Title	MyTime Play Leader (Educator)	
Team	Programs & Quality	
Reports to	MyTime Lead/MyTime Facilitator	
Direct Reports	N/A	
Key Stakeholders	Internal: All employees	External: Families and Children participating in MyTime Program; external partners and affiliated bodies
Primary Objective	Where MyTime groups have preschool aged children in attendance, the Play Leader's role is to support the Facilitator by engaging children in age-appropriate play so that families can benefit from the peer support MyTime offers. Parents remain responsible for their children at all times.	
Key Responsibilities and Deliverables	- Plan and provide a range of developmentally appropriate activities. - Interact positively with children and parents and encourage participation. - Communicate with participants about the specific needs of their child. - Support parents in the implementation of positive strategies to assist with the child's development. - Help with set up and pack away of the learning environment and maintain an aesthetically pleasing environment.	

	• Encourage language development, self-help skills and social interactions through purposeful activities. • Develop and maintain nurturing relationships, respond to the emotional needs of children, and ensure that the dignity and rights of each child are maintained at all times. • Support the inclusion of all children and families in the playgroup experiences and lead the implementation of inclusive environments and practice. • Develop and maintain effective communication and professional relationships with children, families, and other community stakeholders. • Attend professional development externally provided by PRC. • Respect individual privacy and maintain confidentiality in all relationships. • Maintain a Duty of Care to ensure safety of oneself and attending persons and promptly report all hazards, incidents, and injuries. • Communicate effectively and efficiently with Playgroup NSW Head office when required. • Assist group Facilitator in other functions and responsibilities where appropriate.
Knowledge, Skills & Experience	• Minimum Cert III in Child Related Studies or currently studying within a relevant field • Knowledge and understanding of children's development and age-appropriate play • Experience in working with children with disability or other additional needs • Strong knowledge of development through play practices and ability to build good rapport with parents to help develop strategies to support positive parenting • Ability to lift children and equipment where required. • Minimum of 18 years of age • Access to computer, phone and internet • Working with Children Check verification letter to present on commencement (essential) • COVID-19 Vaccination Certificate (essential) • First Aid Certificate (preferable) • A comprehensively insured car and current driver's licence • Ability to work autonomously and confidently

I have understood the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the business and agree to abide by its Code of Conduct.

Signed: _____ Date: _____