

## Members' Library Service Request Form

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Originator	Pauline Homer
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Document Title	Service Review: Tots and Teens Project, Knox Academy and Preston Lodge High School - Recruitment of 2 Temporary Part-time Senior Play Leaders and 2 Temporary Part-time Play Leaders

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Additional information:

Authorised By	Jim Lamond
Designation	Head of Council Resources
Date	24/01/14

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## **SERVICE REVIEW REPORT**

**REPORT TO:** Head of Council Resources

**BY:** Depute Chief Executive - Resources and People Services

**DATE:**

**SUBJECT:** Tots and Teens Project, Knox Academy and Preston Lodge: Recruitment of 2 temporary part time Senior Play Leaders and 2 temporary part time Play Leaders

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### **1 PURPOSE**

- 1.1 To seek Head of Council Resources approval under delegated powers for the establishment changes detailed in the body of the report as a consequence of changing service needs within the Education Division of the Resources and People Services Directorate.

### **2 RECOMMENDATIONS**

- 2.1 To agree the appointment of four part time staff to further develop and facilitate through this innovative and highly regarded project, learning opportunities for both secondary aged pupils and 2-3 year olds, some of whom are considered as vulnerable.

### **3 BACKGROUND**

- 3.1 The initial Tots and Teens project was established at Knox Academy. The aim of the project was to ensure positive pre-school experiences for young children, promoting a readiness to learn in an environment which uses play as a tool for learning. A proportion of the children are allocated a place through referral from Health Visitors or Social Work. These children would not normally attend pre-school provision aged 2-3 years. This provides an opportunity for these children to access the same opportunities as their peers, thereby working towards addressing life's inequalities. In addition 18 pupils per setting per year gain real hands on working experience with young children. The aim is to build greater confidence in dealing with members of the community and young children. Pupils also learn about child development, the importance of play as a tool for learning, how songs and stories develop speech and language and ways in which strategies can be employed when managing behaviours. Some pupils struggling with the school environment have worked in the Tots & Teens playroom for almost an academic year. In this they have found their niche giving them the skills

and confidence required to move on from school to further education. This project has far exceeded its core aims and has become a key part of Knox Academy. Following the recent departmental joint inspection, Education Scotland sited Tots & Teens as an example of good practice.

- 3.2 Given this success and an opportunity to develop a similar model at Preston Lodge, funding of £7,500 was received from the Big Lottery, with a further £2,500 from Support from the Start to cover the cost of resources and refurbishment with staff costs coming from the Childcare Strategy Budget.
- 3.3 The staffing of Tots & Teens is crucial to success. Staff will be required to have skills in working with both pupils, very young children and statutory and voluntary agencies. There is at present no capacity for these roles to be added to substantive posts within the Council. It is therefore, recommended that 4 part time posts be created ensuring the continued success of this project.
- 3.4 These are four new positions being created for a temporary duration. The posts will require either 4 people working 3 mornings or 3 afternoons of 3.5 hours, i.e. 10.5 hours each per week in total, or two people to work three days of 7 hours, i.e. 21 hours each per week in total. These posts would follow the academic year of 39 weeks and be in the first instance for the period 1 April 2014 – 3 July 2015.
- 3.5 New job descriptions and person specifications are attached. The posts are modelled on those of Senior Wraparound Care Leader Grade 7, £22,245 - £24,326 and Wraparound Care Leader Grade 6 £19,471-£21,314, with the titles being amended to Senior Play Leader and Play Leader and the role taking account of support and supervision of pupils.
- 3.6 This report has been passed to UNISON under the terms of the Protocol for the Conduct of Service Reviews and the union is supportive of the proposals outlined.

#### **4 POLICY IMPLICATIONS**

- 4.1 There are no immediate policy implications for the Council.

#### **5 EQUALITIES IMPACT ASSESSMENT**

- 5.1 This report is not directly applicable to the well being of equalities groups and an Equality Impact Assessment is not required.

## **6 DISCLOSURE SCOTLAND – PROTECTION OF VULNERABLE GROUPS SCHEME**

- 6.1 This post **is** considered as regulated work with vulnerable children and/or protected adults, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

## **7 RESOURCE IMPLICATIONS**

- 7.1 Financial – Cost for employing staff as detailed in section 3.4 will be met from the Childcare Strategy budget.
- 7.2 Personnel - HR and UNISON are supportive of the proposals. The posts will be recruited to on a temporary basis and will be advertised internally to staff within East Lothian Council only.

## **8 BACKGROUND PAPERS**

- 8.1 Job Outlines and Person Specifications are attached.
- 8.2 Proposed structure chart.
- 8.3 This initiative has been identified by Education Scotland as being an example of good practice. It also fits with Governments policy and strategy, including:
- The Play Strategy
  - Parenting Strategy
  - Curriculum for Excellence
  - Early Years Framework
  - Pre-Birth to 3

In addition, outcomes from this initiative contribute to GIRFEC, the Early Years Collaborative, EDI, and 4.14 of Supporting Parents to be all they Can Be “*The need to start educating children and young people early about parenting ---- A real difference can be made when people are being taught about parenting and its challenges when they are young*”

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<b>DATE</b>	17 December 2013

## **JOB OUTLINE**

**Post:** Play Leader  
**Department:** Resources and People Services– Education  
**Workplace:** Knox Academy Haddington or  
Preston Lodge High School, Prestonpans

**Responsible to:** Senior Play Leader

### **Purpose of the Job:**

To work with and support the Senior Play Leader to create a warm, friendly, creative, safe and caring environment for children aged 2-5 years with a particular focus on children aged 2-3 years, some of whom may be considered as vulnerable. To support parents in their role and in conjunction with the Senior Play Leader offer advice, guidance, support and encouragement to pupils.

### **Major tasks/job activities:**

To support and contribute towards the creation of a warm, caring, welcoming and stimulating environment for young children and their carers

To create an environment that welcomes parents/carers and acknowledges children as individuals

To support pupils in understanding the needs of young children and ways in which their individual needs can be met through play led activity and experience

To support pupils learning through example and encouragement

To enhance children's experiences and learning by engaging with local community resources.

Carry out and record observations and children's profiles

To assist with planning of activities, and setting out/clearing away in the playroom

Provide, enable and create exciting and challenging play experiences for children using both indoor and outdoor play space

Embrace the benefits and importance of play for young children and use this to create a pedagogical approach

To work as part of a team in developing and maintaining a caring and stimulating environment

Respond to all care needs of children, including washing of children and changing nappies

To assist with trips and outings

Understand and adhere to Care Standards, Health and Safety and East Lothian Council's Policies and procedures

To communicate effectively with team members, carers and other voluntary and statutory agencies to ensure the best outcome for children

To promote Tots & Teens as an example of good practice, through public speaking and the use of presentation in addition to welcoming visitors on site.

With the Senior Play Leader consider applications for pupil places and carry out face to face interviews

To work as a member of a team and establish good and effective relationships with staff, children, parents, pupils the school and other voluntary and statutory services as appropriate.

To ensure that all administration requirements are completed eg registration forms, record of information, daily registers, accident/incident book, maintain register of service users and list of emergency contacts. Keep and maintain personal profiles for each child, and encourage pupils to keep work diaries.

### **Other Duties**

To administer first aid as necessary

Keep abreast of policy and current practice

Take responsibility for own CPD, and attend appropriate training courses

Undertake any other duties assigned by the Head of Education

### **Decisions made in the course of the job**

Under the guidance of the Senior Play Leader, the post holder will require to prioritise and deliver a range of activities in respect of their duties.

Proposed staff structure for Tots and Teens staff at Knox Academy and Preston Lodge

