



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Post:** Support Worker Short Breaks (casual)

**Based at:** The Hamlet Children's Services, Johnson Place

**£7.90 per hour up to and including 24 years. £ 8.05 plus 25 years.**

**Responsible to:** Deputy Manager (Short Breaks Lead)

**Please note:** All applicants must be 18 years old or over.

### **Purpose and Scope of the post:**

To support the provision of high quality Short Break activities at The Hamlet, Johnson Place during weekends, school holidays and some evenings.

These may be centre and/or community based for children and young people between the ages of 3 and 18 years with disabilities.

### **Management:**

The Support Worker will be line managed in the first instance by the Deputy Manager Johnson Place (Short Break Lead) and secondly by the Senior Manager Johnson Place.

### **Role:**

The Support Worker will work with other staff in ensuring that the children and young people have a range of exciting and inspiring activities that will excite and 'wow' children.

All children and young people attending deserve the best experience that we are able to offer in a happy and safe environment. Children must have a sense of belonging, of being welcome and be able to grow in confidence and self-esteem. The Support Worker will support independence, choice, integration and inclusion in the community.

### **The building and environment:**

You will:

- Ensure, with other staff, that the site is kept safe and secure by carrying out risk assessments before and during activities.
- Ensure that the room(s) are set up and prepared for the Short Break Sessions.
- Maintain equipment and toys at all times and report any damaged or faulty equipment.
- Ensure all equipment is used in accordance with user instructions.

- Ensure that children and young people use toys appropriately.
- Ensure that you are familiar with Health and Safety policies and procedures, including fire safety, and have practice in this.
- Assist the team to maintain a clean, tidy and secure environment, treating buildings, toys and equipment with respect and care.

### **Short Break Team**

You will:

- Maintain good working relationships with staff and volunteers and be a positive role model.
- Attend and contribute to staff meetings as required.
- Attend training and learn new skills with which to develop an understanding of good practice, as required by The Hamlet.
- Inform the Deputy Manager Johnson Place (Short Break Lead) of any changes to work that have been agreed to as soon as possible.

### **Main tasks**

You will:

- Support and assist in the organisation of stimulating and creative sessions that represent good practice and have been planned through consultation with the children, young people and staff.
- Be prepared to use the skills you have – these may include art and design, music, sport, drama, gardening and computing.
- Be prepared to join in, play with, get involved and get to know the children and young people who attend The Hamlet.
- Cooperate closely and support all colleagues – sharing and passing on skills to the team.
- To support Play Scheme Leaders in designing and running sessions.
- Welcome children, young people and parents to The Hamlet at the start of sessions.
- Ensure that any information is passed to the Deputy Manager Johnson Place (Short Break Lead)/ Short Break Leader.
- To assist and support as necessary during lunchtimes and break times with food and drink.
- To support children with personal care needs.
- To use techniques to support students with challenging behaviours.
- To take part in supervision, appraisal and training as required.
- To be familiar with and work within the policies and procedures of The Hamlet.
- To play an active role in keeping the workplace clean and tidy.
- Support and care for children/young people under the direction of the Deputy Manager Johnson Place (Short Break Lead) or Short Break Leader. Report any concerns as soon as possible.
- Support children at the end of the scheme to leave.
- Any other reasonable task which may be necessary from time to time.

## **Children and Young People**

You will:

Be aware and understand the Children's Safeguarding Policy and ensure that any concerns about a child's safety or welfare are passed directly to the Short Break Deputy Manager/ Short Break Leader.

Ensure that you are aware of any changes in the needs of individual children / young people by reading any relevant documentation before a short break session starts.

## **Record Keeping**

You will:

Ensure that all records are written up as required by The Hamlet at the end of each session.

## **Conduct**

At all times you are a representative of The Hamlet and must consider appropriate dress and conduct.

Undertake other duties as required by the Children's Service.

## **Person Specification**

**You will:**

1. Have experience of working with children/young people with disabilities in a play or youth environment (desirable).
2. Hold a relevant qualification at level 2 or above (desirable).
3. Have an understanding of the importance of all children's need to have fun, socialise and relax and ways in which staff can support this (essential).
4. Be prepared to use the skills you have, and demonstrate an enthusiasm and energy to join in and get involved (essential).
5. Have an understanding of the challenges disabled, young people and their families can face on a daily basis and an appreciation of the barriers to inclusion that disabled people and their families experience (essential).
6. Be able to demonstrate an ability to communicate to a range of people and abilities (essential).
7. Be willing to work school holidays, weekends and evenings (essential).
8. Be willing to undertake training as required for the role (essential).
9. Be able to work in a physically demanding role that involves lifting and operating lifting equipment (essential).
10. A basic understanding of IT and the ability to use programmes such as Microsoft Office. (desirable)
11. Have an understanding of equal opportunities. (essential)
12. Have a satisfactory DBS check. Any conviction or adverse report relating to care, children or dishonesty would make a candidate unsuitable for this role (essential).