



JOB DESCRIPTION AND PERSON SPECIFICATION

Post:	Playscheme Assistant
Based at:	The Hamlet Children's Centre, Johnson Place, Norwich, NR2 1SJ
Salary:	£11.44 per hour
Responsible to:	Deputy Manager (Short Breaks Lead)
Please note:	All applicants must be 17 years old or over.

Purpose and Scope of the post:

To support our summer holiday playscheme for children with disabilities at our Children's Centre. Supporting children to play as well as caring for their personal needs such as feeding, toileting and dressing. Activities for the children take place both at the centre and in the local area.

The children are between 3 and 18 years old.

Management:

Support Workers are managed by the Children's Centre Short Breaks Manager.

Role:

Support Workers work with the Children's Centre team to ensure 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 and young people must have a sense of belonging, of being welcome and be able to grow in confidence and self-esteem. Support Workers support independence, choice, integration, and inclusion in the community.

The building and environment:

You will:

- Ensure, with other Support Workers, 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 Short Break Playschemes.
- 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 the staff team 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 Children's Centre Deputy Manager 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.
- 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 Children's Centre Deputy Manager / Short Break Leader.
- Assist and support as necessary during lunchtimes and break times with food and drink.
- Support children with personal care needs including nappy/incontinence protection changing, dressing/undressing, and ensuring all their needs are met.
- Use techniques to support children/young people with challenging behaviours.
- Take part in supervision, appraisal and training as required.
- Be familiar with and work within the policies and procedures of The Hamlet.
- Play an active role in keeping the workplace clean and tidy.
- Support and care for children/young people under the direction of the Children's Centre Deputy Manager. 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 Children's Centre Deputy Manager.
- 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 Centre.

Person Specification

Essential

You will:

- 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. (A/I)
- Be prepared to use the skills you have and demonstrate an enthusiasm and energy to join in and get involved. (A/I)
- 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. (A/I)
- Be able to demonstrate an ability to communicate to a range of people and abilities (A/I)
- Be willing to work a minimum of 3 out of 5 sessions a week during the summer holiday. (A/I)
- Be willing to undertake training as required for the role. (A/I)
- Be able to work in a physically demanding role that involves lifting and operating lifting equipment. (A/I)
- Have an understanding of equal opportunities. (A/I)

Desirable

We would like you to:

- Have experience of working with children/young people with disabilities in a play or youth environment. (A)
- Hold a relevant qualification at level 2 or above. (A)
- A basic understanding of IT and the ability to use programmes such as Microsoft Office. (A)

Safeguarding:

All Support Workers are required to hold a satisfactory Enhanced DBS check and have supplied satisfactory references before starting work. Any conviction or adverse report relating to care, children or dishonesty would make a candidate unsuitable for this role.