



Job Description - Play-worker

Part-time Play-worker to work with children and young people with additional needs and their siblings.

Incredible Kids is a charity that provides a life-line to children with additional needs and their families. We are looking for incredible people to join our incredible team and we welcome enquiries from everyone and value diversity in our workforce. We need people who are motivated, dedicated and passionate about making life for these families as incredible as possible.

Responsible to: Play-worker Team Leader

Hours of work:

This is a temporary position until 31st March 2016. There may be opportunity to renew your contract after this date, funding permitted.

Your hours of work may include the following:
(please see your employment contract for specific information)

- Term time: Tuesdays 3pm-6.30pm;
Fridays 3pm-6.30pm;
Saturdays 12pm-5.30pm and
2 Saturdays a month with extended hours 9am–5.30pm to include our specialist sessions.
- School Holidays: Tuesdays 2.30pm-6.30pm;
Fridays 12pm – 5.30pm;
Saturdays 12pm-5.30pm and
2 Saturdays a month with extended hours 9am–5.30pm to include our specialist sessions.

You may also be requested to attend some training days, which are arranged throughout the year.

There may be the opportunity to work only on one or 2 of these days each week. State clearly upon application if you would like to work on specific days and clearly state which days is suitable for you).

Job Purpose

To assist in the day to day organization of Incredible Kids sessions ensuring quality play activities are facilitated within a safe, caring and stimulating environment for children and young people aged 0 – 25 with a disability, developmental difficulty or any additional needs, and supporting their families.

Main tasks of your role

- To be responsible for the, safety and welfare of children;
- To work within a team environment to help organize, facilitate and lead a range of play-based activities which could include sports, arts, crafts, games, drama, dance, multi-media and/or adapted activities;
- To ensure that Incredible Kids' equipment is properly maintained and fit for purpose;
- To work within a team to set up and clear away for play sessions, or reset activities during the play sessions;
- To engage children in a friendly, enthusiastic and motivated way;
- To consult with the children and families, and involve them in the planning of activities;
- To use the child's 'Incredible Passport' (if applicable) to ensure you are delivering appropriate play;
- To encourage parental involvement and support through the development of effective professional relationships;
- Actively participate in training and development;
- Maintain good communication with staff, volunteers, children, young people and families;
- Be aware of, and adhere to, all Incredible Kids' policies and best practice guidelines, including those on Safeguarding, Health and Safety, E-safety;
- Encouraging independence and positive self-esteem;
- Responding appropriately to emergencies;
- Keeping records (i.e. timesheets);
- Ensure that play is safe, and encourage children to be aware of their own safety and that of others;
- Treat the children and young adults as individuals and follow the advice of the parents/carers on how best to support them during the sessions.

You are also expected, at all times, to work following the 'Nolan Principles' which are seven principles of public life. These are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Selflessness- You should act solely in terms of the interest of our member and visitor families;

Integrity – You should not act or take decision in order to gain financial or other material benefits for yourself, your family or your friends. You must declare and resolve any interests and relationships;

Objectivity – You must act and take decision impartially, fairly and on merit, using the best evidence and without discrimination or bias;

Accountability – You are accountable to your Team Leader and Incredible Kids Trustees for your decisions and actions and must submit yourselves to the scrutiny necessary to ensure this;

Openness – You should act and take decisions in an open and transparent manner. Information should not be withheld from your team leader or the Trustees unless there are clear and lawful reasons for doing this;

Honesty – You should always be truthful;

Leadership – You should exhibit these principles in your own behaviour. You should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Skills required

Essential:

- A genuine enthusiasm for the work of the charity
- Fun and open minded attitude to play
- Ability to work effectively within a team and independently
- Good communication skills
- Ability to work under pressure
- Ability to be pro-active and use own initiative
- Patient and tolerant personality
- Creative and imaginative
- Enthusiastic
- Minimum age 17
- A responsible and caring attitude
- The ability to get on well with children, parents and carers
- Flexibility through changing how you do things to meet individuals needs
- Willingness to learn and develop through formal training and informal feedback.

Desirable:

- Current first aid at work or emergency first aid at work certificate
- Experience of working with young people with additional needs
- Good sense of humor
- Awareness of Equal Opportunities
- Understanding of Safeguarding Children
- Understanding of Protection of Vulnerable Adults.
- Understanding of Health and Safety
- Understanding of Makaton

How we will measure your success in your role:

- 360° appraisal using feedback from parents, children and other team members
- Planned and impromptu observations, both formal and informal
- Discussions with you in your supervision meetings
- Your attendance record
- Your punctuality record.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.