

Job Description

Title: Playscheme Assistant

Responsible to: Playscheme Leader
Playscheme Senior Workers

Location: Leeds Mencap,
The Vinery Centre
Leeds
LS9 9LU

Hours: Able to commit to a minimum of 2 days per week

Weekly pattern of work: Monday – 8.30am – 3.30pm
Tuesday – 9.30am – 3.30pm
Wednesday – 9.30am – 3.30pm
Thursday – 9.30am – 3.30pm
Friday – 9.30am – 4.00pm

Additional hours prior to playscheme starting : Hours for induction/training this to be confirmed at a later date.

Pay: £9.21 per hour

Contract: Funding secured until March 2022 (initially)

Purpose:

Leeds Mencap offers a range of services for children and families. We are recruiting to the post of Playscheme Assistants for our school holiday activities; there are a number of vacancies in the team as we are hoping to expand the pool of Playscheme Assistant.

We currently offer playschemes for children and young people aged 4 -18 years old, which provide fun and creative activities that excite and inspire children and allow them to have a variety of experiences regardless of their disability. Our playschemes are open to children and young people with a wide range of support needs. The Playscheme Assistant is to ensure children and young people participate in activities, have fun and enjoy themselves.

For further information about the role please contact the Activities Coordinator Dana Headley via email dana.headley@leedsmencap.org.uk or 0113 2351331.

Internal Relationships: Playscheme Leader
Playscheme Senior Workers
Volunteers and Student Placements
Activities Coordinator

External Relationships: Service users (children, young people, parents and carers)
Service providers – eg staff at venues being accessed

Main duties and responsibilities:

- Responsible for supporting children/young people with a learning disability to participate fully in activities such as games, sports, arts and crafts, baking, visits to museums, farms and other places of interest
- Attend morning briefings and take responsibility for specific tasks as assigned by the Playscheme Leader and Seniors
- Responsible for maintaining a physical environment that is a clean, tidy and secure for children, staff and visitors and to report any injury/accident to the Leader or Seniors and record in an appropriate way
- Work as part of a strong team, committed to excellent service delivery
- Provide continuous monitoring for all service users, maintain staff ratios and report any safeguarding concerns immediately
- Provide care to the children attending the playscheme including support with feeding and meeting personal care needs and administering medication where prior training has been provided
- Liaise with playscheme parents/carers as necessary during the drop-off and pick up and make sure any important information is shared appropriately. Maintain daily records for each child as directed by the Leader and Seniors
- Follow the services Health and Safety regulations and adhere to risk assessments
- Maintain confidentiality of information about all children and families attending services
- Adhere to all Leeds Mencap policies and procedures including ensuring that anti-discriminatory practice is maintained by all staff, volunteers and service users
- Ensure that training is kept up to date and to be willing to attend.

Person Specification
Playscheme Assistant

Detailed below are the types of skills, knowledge and experience that are required of applicants for this post, based at The Vinery Centre, although activities may take place at other venues.

The essential requirements indicate the minimum requirements.

The points detailed under desirable may be used to distinguish between acceptable candidates.

Knowledge / qualifications		Essential	Desirable
1	NVQ Level 2 or equivalent in play work, child development or related topic		*
2	Knowledge of issues facing families who have a child or young person with special needs	*	
3	Knowledge of child protection/safeguarding children procedures		* (training will be provided)
4	An understanding of the importance of play		*
5	Knowledge of child development		*
Experience			
6	Experience of working with children and young people who have special needs and/or a disability	*	
7	Experience of working with people/families from all backgrounds and sectors of society		*
8	Experience of leading and participating in activities for children and young people	*	
Skills			
9	Ability to communicate effectively with children and young people with a range of needs and with parents/carers and professionals	*	
10	Ability to work as part of a team	*	
11	Provide a child-centred environment and sensitivity to the needs of individual children	*	
12	Ability to use judgment and initiative. Ability to respond to a changing situation rapidly	*	
13	Able to work with people in an anti-discriminatory manner	*	
14	To maintain confidentiality for all service users	*	
15	Ability to make accurate notes and write short reports as necessary	*	

This post is subject to an enhanced DBS check.

All candidates must be eligible to work within the UK.

