

Job Description

Title: Playscheme Senior Worker

Responsible to: Playscheme Leader

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

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

Working pattern: Monday - 8am – 4pm
Tuesday - 9am – 4pm
Wednesday - 9am – 4pm
Thursday - 9am – 4pm
Friday - 9am – 4.30pm

Additional hours prior to the

Playscheme starting: 2 hrs planning meeting with Activities Co-ordinator/ Senior Workers
Hours for induction/training (this to be confirmed at a later date).

Pay: £10.09 per hour

Contract: Funding secured until February 2022 (initially)

Purpose:

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

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.

For each week of playscheme we have a Playscheme Leader, three Playscheme Seniors and 9 Playscheme assistants as well as volunteers and student placements. Your role will be to oversee a small team of staff, volunteers and student placements ensuring they are providing appropriate care and support to a group of children/young people in your care.

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 Assistants
Playscheme volunteers and student placements
Activities co-ordinator

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

- Responsible for supporting children 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
- The post holder will deputise for the Playscheme Leader in their absence
- Playscheme Seniors will attend planning meetings prior to playscheme and take responsibility for planning and running specific activities and tasks.
- The post holder will support the Playscheme Leader to ensure that staff and volunteers are allocated to tasks, activities and supporting individuals or groups of children in the most effective way.
- The post holder is responsible for maintaining a physical environment that is a clean, tidy and secure for children, staff and visitors and will report and record any injury/accident in the appropriate way.
- The post holder will be responsible for a group of staff, volunteers and student placements and will make sure that their team are supported and fulfilling their role during playscheme.
- 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
- The post holder will ensure that all children's personal care is being completed by the staff team and will assist with personal care as required. Seniors are also responsible for overseeing children at lunch time and making sure that their needs are being met appropriately.
- Seniors will be responsible for making sure that children in their group are receiving their medication as appropriate. Seniors may be asked to undertake medication training or training for specific interventions to support a child on playscheme as required.
- The post holder will work with the Leader to ensure that all trips and visits comply with the Health and Safety regulations and that Risk Assessments are adhered to.
- 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 core training is kept up to date and to be willing to attend training put on by Leeds Mencap to maintain their skills for the role

Person Specification

Playscheme Senior Worker

Detailed below are the types of skills, knowledge and experience that are required of applicants for this post, based at The Vinery Centre, LS9 9LU 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		Ess	Des
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	*	
4	An understanding of the importance of all children's need to play	*	
5	Knowledge of child development	*	
6	Team teach training or other training around positive handling or de-escalation techniques		*
Experience			
7	Experience of working with children and young people who have special needs and/or a disability	*	
8	Experience of working with people/families from all backgrounds and sectors of society		*
9	Experience of supervising or leading a team of staff or volunteers		*
10	Experience of working with children with challenging behaviour and using positive handling techniques	*	
Skills			
11	Ability to lead and direct other staff members and volunteers and to take responsibility	*	
12	Ability to communicate effectively with children and young people with a range of needs and with parents/carers and professionals	*	
13	Ability to work as part of a team	*	
14	Provide a child centred environment and sensitivity to the needs of individual children	*	
15	Ability to use judgment and initiative. Ability to respond to a changing situation rapidly	*	
16	Able to work with people in an anti-discriminatory manner	*	
17	To maintain confidentiality for all service users	*	
18	Accurate record keeping	*	

This post is subject to an enhanced DBS check.

All candidates must be eligible to work within the UK.