

Job Description - **Senior Disability Play & Youth Worker - Short Breaks**

Reporting to	Senior Disability Coordinators, Disability Managers	
Service Area	Children and Young People (CYP) - Disability Services	
Location	Reigate, Tadworth, Leatherhead, Crawley, Horsham, Sutton	
Hours of work	Surrey & West Sussex 6.5 hours per day 9.30am-4.30pm/10am-4.30pm including a 30m unpaid break (Saturdays, Sundays and School Holidays)	Sutton 5.5 hours per day 9.30am-3.30pm including a 30m unpaid break (School Holidays only)
Holidays	Five weeks annual leave plus bank holidays. Holidays increase after two years' service to a maximum of six weeks after six years' service. The holiday year runs from 1st April to 31st March each year. (Pro-rata depending on hours and for casual staff percentage added to pay)	
Probation Period	6 months	
Contract Type	Casual or Permanent - Part Time	
Grade and Salary	Surrey & West Sussex £13.07 per hour (over 18y)	Sutton £15.32 per hour (over 18y)

About us

YMCA East Surrey is a vibrant charity that has been actively supporting the local community since 1870. We help people to believe in themselves, support them to achieve their goals and inspire them to be the best they can be by providing services that focus on those who are vulnerable, have a disability or face disadvantage.

Children and Young People (CYP)

YMCA East Surrey believes in children and young people and seeks to offer inclusive services and activities that support them to make the best start in life by staying safe, being healthy, enjoying and achieving, and making a positive contribution to society. In February 2026, CYP employed 325 permanent and contracted staff and casual workers. We work with over 9,000 children and young people every year. In FY27 budgeted income was more than £5.4 million – 64% of YMCA East Surrey's total income.

Children and Young People has four service areas:

Youth and Family Services – including Family Centres offering targeted and early intervention support, centre based and detached youth work.

Childcare and Children's Activities – including Pre-schools, out of school childcare, sports and recreation, creche and parties.

Emotional Wellbeing and Mental Health – including one-to-one and group therapeutic services in schools and community settings.

Disability Services – including Short Breaks respite play and youth clubs, LifeWorks Alternative Education Provision and Face2Face parent/carer support

Job Purpose

To support with overseeing and delivering a programme of high-quality, engaging and meaningful play and youth activities for children and young people with disabilities and additional needs. To ensure their safety, wellbeing, and positive development, while supporting compliance with safeguarding, regulatory, and organisational standards.

Key Responsibilities

Personal Care and CYP Support

1. Ensure high-quality, person-centred support is provided to children and young people with disabilities and complex needs, following and understanding care plans, behaviour support plans, and risk assessments.
2. Provide and supervise personal care, always ensuring hygiene, privacy, dignity, and appropriate recording
3. Supporting children/young people with eating and drinking as outlined within their care plan and guidelines
4. To receive medication from Parents/Carers, check, record and store safely following procedures and administer, where necessary, after appropriate training, medication for children keeping accurate and up to date records.
5. Where necessary administer first aid after appropriate training.
6. Assist and **lead on moving** and handling children/young people with restricted mobility, including hoisting and use of mobility equipment, after appropriate training.
7. Implement and ensure regular use of aids to support communication and sensory impairment needs
8. Provide high level of diligence and surveillance for all the children/ young people, including personal hygiene, behaviour, nutrition, sensory and play needs, feeding back any new observations to the Leader

Activity Planning, Delivery and Engagement

1. Contribute to planning, organising, and **lead on the delivery** of activities, ensuring adaptability and accessibility for all children and young people.
2. Work closely with children and young people to deliver social, recreational, informal learning, and leisure activities and support engagement, providing help to achieve desired positive outcomes.
3. Ensure children and young people are welcomed on arrival, feel valued, and experience positive opportunities that build self-esteem and confidence.
4. Ensure the smooth running of sessions, including preparation, set-up, pack-down and maintain resources required for activities, informing the coordinator if extra resources are required.

Service Delivery and Staff Support

1. Support the smooth running and delivery of Short Break Clubs, ensuring services are safe, high-quality, and appropriate.
2. Provide cover for the Disability Leader when required.
3. Lead and at times be responsible for a team of Disability Play Youth Workers and volunteers when needed, including daily debriefs and feeding back to the coordinator.
4. Support and mentor Disability Play Youth Workers/ volunteers in their roles ensuring the service and care provided is high quality and knowing when to get further support from more senior team members.
5. Support Disability Play & Youth Workers to support and meet the needs of the Children and Young People including managing distress behaviours, sensory engagement and intensive interaction.
6. Support the leader to ensure trips are run smoothly, safely and ensure all Disability Play & Youth Workers are following risk assessments, policies and procedures to ensure all children and young people are safe.

Safety, Supervision and Environment

1. Ensure the health, safety, and wellbeing of children, young people, and colleagues, following safeguarding policies and organisational procedures.

2. Provide and supervise refreshments, considering balanced diets, cultural/ethnic needs, allergies, and food safety principles.
3. **Complete the daily environment risk assessment** and supervise the environment to ensure the physical and emotional safety of all children and young people.
4. Complete accurate records of accidents, injuries, safeguarding incidents, and medication administered.
5. Ensure materials, equipment, and service spaces are maintained, safe, and stored appropriately.
6. Accompany children/young people on trips, following risk assessments and keeping them safe while providing high-level support.
7. Ensure appropriate care is provided, ensuring all children/young people eat, drink and stay hydrated and toileting needs are met.

Teamwork, Communication and Development

1. Support and work as part of a team to ensure high-quality service delivery. Build positive and professional relationships with children, young people, and colleagues.
2. Assist with greeting parents/ carers and communicate effectively with parents/carers, providing feedback on their child's day and sharing relevant updates, checking that we have the correct information and keep them informed of incidents/ accidents or other concerns relating to their child.
3. Support promotional activities, including taking photos for marketing and fundraising purposes, completion of CYP participation, evaluations and feedback using suitable tools.
4. Attend staff meetings, training, and development events to maintain the knowledge and skills required for this role
5. Undertake other duties reasonably requested by senior staff to support the smooth running of the service.

General

- a. Represent YMCA with professionalism and compassion, maintaining a positive and inclusive public image at all times
- b. Participate in supervision, appraisal and learning and development, taking responsibility for maintaining the knowledge and skills required for this role
- c. Take responsibility for your own health and safety and that of others, reporting any risk promptly
- d. Work within YMCAES policies and adhere to the terms outlined within them
- e. Undertake other duties reasonably requested by senior staff to support the smooth running of the service.

Key Working Relationships

- Parent/Carers – liaise on the child/young person's well-being, sharing relevant information about progress, concerns, and achievements. Complete handover when requested by Session Leader.
- Children and Young People – to provide safe, inclusive, and engaging play and youth activities, support individual needs, promote independence, and ensure positive experiences.
- Colleagues – co-operate on safeguarding, health and safety, and activity planning and delivery. Work collaboratively to follow care plans and risk assessments and provide consistent support.

Scope of the Role and Limits of Authority

Specialist Resources:

- Implementation of individual care plans, behaviour support strategies, and risk assessments. Additionally, supporting a team of Disability Play Youth Workers to implement these.
- Handling and administration of Medication

Information and Communication Resources

- Responsible for accurate completion of accident/incident and safeguarding reports
- Handling of sensitive personal and medical information including care plans, in line with data protection and confidentiality policies.

Material Assets

- Play, sensory, and communication resources (e.g. PECS, visual timetables, sensory equipment) to support children and young people.
- Use of specialist equipment in line with training (e.g. moving and handling equipment, sensory aids).
- Other Short Breaks resources/ equipment

Delegated Responsibilities and Authority Limits:

- Supervise the adaptation of activities in response to children's needs
- Responsibility to follow care plans, risk assessments and behaviour support plans and ensuring Disability Play Youth Works are also following these.
- Responsibility to escalate any serious incidents, complaints, or operational issues to a Session Leader, or Manager immediately.

Legal Regulatory and compliance responsibility

- Ensure compliance with Safeguarding legislation and organisational safeguarding policies and follow guidance from relevant regulatory bodies, including Ofsted, as required.
- Always ensure compliance with UK GDPR and organisational data protection policies.

Person Specification

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • First Aid qualification or willingness to undertake this. • Introduction to safeguarding children and safeguarding adults or willingness to undertake. 	<ul style="list-style-type: none"> • Child Care/Youth Work level 2/3 or equivalent qualification (or working towards). • Training in positive behaviour management, positive touch and epilepsy.
Knowledge and Experience	<ul style="list-style-type: none"> • Food hygiene training or a willingness to complete this. • Relevant experience in positive behaviour management, positive touch and epilepsy • Experience of supporting others in their work with children. • Experience of running activities for children and young people. • Personal or working experience with children or adults with disabilities and additional needs • Experience of planning, organising and carrying out activities e.g. music, drama, art and cooking sessions. 	<ul style="list-style-type: none"> • Experience of handling and administering medications • Experience working in an educational, or social care setting. • Knowledge of the importance of play and youth work for children and young people's development.
Key Skills and Abilities	<ul style="list-style-type: none"> • Communicates clearly and appropriately for different audiences, using inclusive language and adapting communication style based on feedback. • Builds and maintains positive, professional relationships with children, families, colleagues, and stakeholders. • Positive, proactive attitude, works independently and as a team and uses initiative. • Commitment to the wellbeing and positive development of children and 	

	<p>young people and ensuring the child's needs are the highest priority and maintain safe working practices.</p> <ul style="list-style-type: none"> • Handles sensitive information confidentially. • Escalates issues appropriately and seeks collaborative solutions. • Collaborates effectively within a diverse team, values different perspectives and contributes to a positive and inclusive working environment. 	
Personal Attributes	<ul style="list-style-type: none"> • Commitment to equality, diversity and inclusion in all aspects of work and understanding of how it applies to own role. • Values collaboration and respect for different perspectives. • Open to learning and continuous development. 	
Other	<ul style="list-style-type: none"> • Ability to travel to other venues as required for the role. The organisation will consider reasonable adjustments and alternative arrangements to support this requirement. • Flexibility to occasionally work outside standard hours, including evenings and to undertake overnight stays, when necessary, with advance notice and support provided. 	

Employee Declaration

I confirm that I have read, understood and agree to the expectations outlined in this job description

Name:

Date:

Signed: