

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Disability Play/Youth Leader</b>		
<b>Salary:</b>	£13.91		
<b>Benefits</b>	<p>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 sessional staff percentage added to pay).</p> <p>Excellent in house annual training programme.</p> <p>Free parking available at all our sites.</p>		
<b>Hours and Location of work</b>	<p>Our posts are based across East Surrey and West Sussex. Please be aware that we offer flexible hours or if you are interested in having set contracted hours each week this is something that can be discussed at interview. Applicants can apply to work across different areas of work, please make areas of interest clear in your application.</p>		
	<b>Area of work</b>	<b>Locations</b>	<b>Available hours</b>
	Disability Short breaks	<ul style="list-style-type: none"> <li>• Reigate (YMCA Sovereign Centre, Slipshatch Road, Reigate, RH2 8HA)</li> <li>• Epsom &amp; Ewell, (Linden Bridge School, Worcester Park and YMCA Phoenix Youth Centre, Tadworth)</li> <li>• Crawley (Manor Green School)</li> <li>• Horsham (Queen Elizabeth II School)</li> <li>• Mid Sussex (Chailey Heritage School)</li> <li>• Leatherhead (Fox Grove School)</li> </ul>	<p>Term Time: Saturdays Sundays (Reigate Only) School Holidays: Monday – Friday</p> <p>09:30/10:00 16:30/17:00</p>
<b>Responsible to:</b>	CYP Coordinators, Senior Coordinators and Managers		
<b>Responsible for:</b>	Senior Play/Youth Workers, Play/Youth Workers, Volunteers.		
<b>Job Purpose:</b>	To oversee, deliver and lead Short Breaks Club session for children and young people who have a disability or additional needs. To ensure that all, safeguarding, regulator and health & safety requirements are being met.		
<b>Background to role</b>	<p>We have numerous opportunities to work with a long-standing and well-respected charity within the local community. If you have experience of working with children and young people and you want to make a meaningful difference to their lives while learning new skills yourself, we would love to hear from you.</p> <p>More information about our services can be found on our website <a href="https://www.ymcaeast Surrey.org.uk/children/">https://www.ymcaeast Surrey.org.uk/children/</a></p>		
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>▶ To take responsibility of the day to day running of Children and Young People's services to ensure that the service provided is safe, high quality and appropriate for the children and young people who attend.</li> <li>▶ When the coordinator/manager is not available to act as the responsible person in charge of the scheme.</li> <li>▶ To take a lead during sessions of ensuring that are aware of what all children are doing and that they are signed into and out of the service correctly</li> <li>▶ To build trusting relationships with children and young people that enable them to benefit from the services provided.</li> <li>▶ To lead a team of play workers and volunteers, supporting them with their roles and knowing when to get further support from more senior team members.</li> </ul>		

- ▶ To ensure that all children and young people upon their arrival are welcomed and feel comfortable and valued enabling the development and improvement of self-esteem, self-confidence and positive experiences
- ▶ When required to ensure that appropriate care plans and risk assessments are carried out for specific children and young people to meet any additional needs.
- ▶ Where appropriate to work with parents and families, checking that we have the correct information about the children and young people that attend. To ensure that parents and carers are kept informed of incidents/ accidents or other issues relating to their children.
- ▶ To contribute to the planning, organisation and delivery of activities, ensuring they are adapted where appropriate to be accessible to all children and young people to the best of their abilities, using and checking children's Care Plans.
- ▶ To work closely with individuals and where appropriate their families to offer a range of free play opportunities as well as a structured programme of social, play and leisure activities to the varying ages and needs of the children attending the service.
- ▶ To prepare and plan the session planning documents to ensure smooth running of the day. Including allocation of staff members, toileting record, daily staff logs and lunch rota.
- ▶ To supervise the activity environment to ensure physical and emotional/personal safety for all children and young people attending. This includes completing appropriate records of any accidents, injuries or incidents that may occur and any medication administered
- ▶ Ensure children's choices are evidenced and feedback gathered from children in a suitable manner.
- ▶ To provide and supervise the hygienic provision of refreshments for the children/young people, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds and allergies
- ▶ To ensure that resources are set up and packed up while being kept neat and tidy as well as to inform the coordinator/manager if extra resources are required.
- ▶ To ensure that all children and young people are made to feel valued and enabled to develop and improve self-esteem, self-confidence and positive experiences
- ▶ Where necessary to administer first aid for children who have had an accident as well as medication for children with health issues ensuring that have attended necessary training with regards to this
- ▶ Provide and supervise the hygienic provision of personal care, ensuring privacy, dignity at all time and recording in care plan.
- ▶ To receive medication from Parents/Carers, check, record and store safely following procedures.
- ▶ Administer, where necessary, after appropriate training, medication for children keeping accurate and up to date records.
- ▶ Assist with moving and handling of children/adults with restricted mobility, after appropriate training, including hoisting and use of mobility equipment.
- ▶ Provide high level of support for children/adults with complex needs, ensuring care plans and behaviour plans are understood and followed to meet individual needs.
- ▶ Regular use of aids to support communication and sensory impairment needs.
- ▶ Provide high level of diligence and surveillance for the child you are supporting, including personal hygiene, behaviour, nutrition, sensory and play needs, feeding back any new observations to the Leader.
- ▶ Accompany and lead children/adults on trips, following procedures and policies, risk assessment and keeping them safe whilst providing high level of support.
- ▶ To provide annual leave cover for the Coordinator
- ▶ Supporting children/adults with eating and drinking as specified within their care plan and guidelines.
- ▶ Assisting children/adults to engage with activities providing appropriate support and help to achieve desired outcomes.
- ▶ To work with the rest of the YMCA children and young people's team to help ensure attendance figures reach agreed targets in line with budgets. This includes supporting

	<p>with promotional tasks including taking photos and attending promotional events.</p> <ul style="list-style-type: none"><li>▶ To be flexible in order to meet the needs of service including covering sites aside from usual site.</li><li>▶ Attend YMCA East Surrey staff meetings, training and staff development events, as appropriate, to ensure continuous professional competence and development</li><li>▶ Undertake any other duties and responsibilities reasonably requested by the Coordinator / Manager.</li></ul>
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**PERSON SPECIFICATION:**

		<b>Essential</b>	<b>Desirable</b>	<b>How measured (application, assessment, interview)</b>
<b>Qualifications, Education &amp; Training:</b>				
	Introduction to safeguarding children and safeguarding adults or willingness to undertake	X		Application, Interview
	Food hygiene training or a willingness to complete this	x		Application, Interview
	Child Care/Youth Work level 2 / 3 or equivalent qualification (or working towards) or a willingness to work towards this.	x		Application, Certificates
	Relevant training in positive behaviour management, positive touch and epilepsy		x	Application, Certificates
	First Aid qualification or willingness to undertake this	x		Application, Certificates
<b>Experience</b>				
	Experience of supporting others in their work with children	x		Application, interview
	Experience of running activities for children and young people.	X		Application, interview
	Experience of positively managing children's behaviour in various situations	X		Application, interview
	Living or working experience with children or adults with disabilities and additional needs	X Disability role only	x	Application, interview
	Experience of planning, organising and carrying out tasks e.g. music, drama, art and cooking sessions.	x		Application, interview
	Experience face painting		x	Application, interview
	Experience of handling and administering medications		x	Application, interview
	Experience working in an educational, or social care setting.		x	Application, interview
<b>Abilities, skills, and attitude</b>				
	Knowledge of Safeguarding Children and Adults at Risk practice or willingness to learn	x		Application, interview
	Ability to always hold the well-being and positive development of children and young people as paramount.	x		Application, interview

	Knowledge of the importance of play and youth work for children and young people's development.	x		Application, interview
	Demonstrate a positive attitude and can-do attitude	x		Application, interview
	Commitment to equal opportunities, diversity and inclusion	x		Application, interview
	Good communication skills	x		Application, interview
	Ability to work independently and as part of a team	x		Application, interview
	Ability to maintain safe working practices	x		Application, interview
	Commitment to the YMCA's Values, Aims and Purposes	x		Application, interview
	Kind, Caring and committed to ensuring children's needs are the highest priority	x		Application, interview
	DBS check for working with children and adults at risk	x		Application, interview
	Meet all criteria of Children Act 1989 and 2004	x		Application, interview
	Good record keeping skills	x		Application, interview
	Willingness to work flexible hours		x	Application, interview
	Car driver		x	Application, interview