

Job Description

Job Title:	Children and Young People Play and Support Worker (Driver)
Responsible to:	Senior Children and Young People Play and Support Worker / Section Head
Responsible for:	n/a
Hours of work	As Advertised

Purpose of Post

1. To provide a service which engages, motivates, challenges and supports all children and young people, in particular those with additional needs including those who have ASD, low social skills and/or confidence problems
2. To support activities for children and young people during both school term and holiday time both 1-1 in the community and during group activities which encourage social, emotional and physical development. In providing these services to give due consideration to the child's religious persuasion, racial origin, cultural and linguistic background.
3. To act as an appropriate role model and work closely with children and young people to enable them to address their difficulties and achieve their optimum potential.
4. To provide safe, reliable and courteous transport for residents, ensuring their comfort, wellbeing and dignity during all journeys.

Duties of Post

- To work with children/young people on all FF(NE) Projects, engaging and supporting them with their personal development and access to social activities.
- Ensure that children/young people are supervised at all times. Play activities are appropriate to the children's/young people's abilities and assist their physical, social, intellectual and language development.
- Take part in the collection and drop off of children from school and to home which includes driving a mini-bus. As such, you must hold a full UK Driving Licence
- Help keep and maintain records and programmes, as appropriate, within the objectives of the schemes.
- Participate in a wide range of activities, both internally and externally, to meet the individual needs and desires of the children/young people.
- Ensure that the physical environment is clean, hygienic and secure.
- Administer first aid or seek an appointed first aider to administer medicine

or required treatment, as appropriate.

- Ensure security and proper maintenance of equipment and report repairs and faults immediately

Across all our work

- Maintain a positive, kind, compassionate and safe space in work, Share and learn
- Excellent interpersonal and communication skills – including observation, listening. Empathy and compassion, sensitivity, tact, diplomacy.
- Excellent time management skills with the ability to work in a pressurised environment
- Help keep and maintain records and programmes, risk assessments, care plans as appropriate, within the objectives of the schemes.
- Work within the policies and procedures laid down by Families First (North East), including a framework for equal opportunities.
- Fully participate in internal case conferences of our children and young people.
- Participate in regular supervisions and appraisals undertaken by the manager
- Administer first aid or seek an appointed first aider to administer medicine or required treatment, as appropriate.
- To ensure that our clients are safe by assisting in all elements of safeguarding and Health and Safety of our children.
- To ensure compliance with Ofsted and any other related legal framework in relation to children and young people.
- To be flexible and undertake any other duties within similar FF(NE) projects as and when required.
- Ensure security and proper maintenance of equipment and report repairs and faults to the Section Head.

NOTE:

This job description is an outline only and will be subject to periodic review and amendment to take account of changes within the Service, following discussion with the postholder.

This job description has been reviewed and agreed by:

Post Holder Name

Signed

Date

Person Specification

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
Qualifications	- Health and Social Care / Playwork / youthwork or childcare qualification at level 2 or higher (or currently working towards such / willing to complete such) - Five GCSEs including English and Maths at Grade A – C or Level 2 equivalent - Current Driving Licence, with D/D1 entitlement	- Playwork / youthwork or childcare qualification at level 3 or higher (or currently working towards such) - Moving & handling Training - Food hygiene certificate - Attendance at recent Child Protection training (Paediatric) First Aid - MiDAS Driving qualification	Application Form
Experience	- Practical knowledge and recent experience working with disabled children / young people with high dependency needs and challenging behaviours and their families - Knowledge and understanding of Child Protection principles - Ability to plan, deliver, monitor and evaluate play and leisure opportunities - Ability to communicate effectively with all members of the organisation, parents and external agencies	- Experience of providing personal care to children and young people with a range of disabilities - Experience of supervising staff or students or a willingness to attend training - Experience of working with volunteers	Application References Interview
Skills	- Excellent interpersonal skills including listening and communication - Ability to relate sensitively to a wide range of children and families - Ability to remain calm in emergency situations - Ability to work independently and as part of a team - Willingness to accommodate change - Can work within set guidelines and procedures - Form and build open and honest relationships - Flexible, creative and responsive in approach to difficult situations - Basic IT skills e.g. Word processing, E-mail	Able to contribute new ideas and suggestions to improve services	Application References Interview

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
Special Knowledge	• An understanding of how to meet the needs of disabled children through play and leisure activities • Awareness and commitment to good practice in Equal Opportunities • Knowledge of Child Protection Policy and Procedures	• Knowledge of administrative procedures • Knowledge of framework for inspection • A knowledge of Children's Act and Every Child Matters • Knowledge of health and safety requirements in a child care provision	Application Interview
Personal Attributes	• Patient and flexible • Able to build warm, positive and professional relationships with children and young people and their families. This includes the understanding of their needs. • Effective communication and organisational skills • Ability to cope with conflicting demands • Commitment to personal and professional development	• Ability to use alternative forms of communication such as BSL, Makaton	Application References Interview
Special Working Conditions	• Willingness to work outside of normal working hours • This post will involve some lifting of equipment and children		

**Satisfactory enhanced DBS disclosure certificate
(relevant applications and checks will be carried out before any job offer is confirmed)**