



ACTION FOR AUTISTIC SPECTRUM DISORDERS

Registered Charity No: 1089341

10th May 2021

Dear applicant

RE: Job pack for Children's Play Worker

Thank you for your interest in our vacancy. Contained in this pack are the details about the position available. The closing date for all applications is **4pm on Friday 28th May**. Please return completed forms to the address below or email **katie@actionasd.org.uk**.

We are looking to expand our children's service team who work with children and young people with a diagnosis of Autistic Spectrum Conditions at the Autism Support Centre, Burnley. We want enthusiastic play support workers to support our members in a range of different social and leisure activities at the centre.

If you have any questions or queries please contact the children's services manager, Amy Whittle, on 01282 415 455 or email amy@actionasd.org.uk.

Please note, we expect a large volume of applicants, therefore if you have not been invited for an interview by Friday 4th June, please assume you have been unsuccessful at this time.

We look forward to receiving your application.

Kind regards

Action for ASD

Play Support Worker

Job Description

- Based at:** Autism Support Centre Burnley, King Edward House
- Responsible to:** Session Supervisor, Assistant Manager/Children's Service Manager
- Rate of Pay:** Various, dependant on age and qualifications
- Hours:** We have various hours available

Sessions will take place on Monday, Wednesday & Friday between 5.30-8.30pm

Weekend 9.45-4.15 and Holiday Sessions 9.45-4.15 (times may vary)

Job Summary:

- To support children and young people with an Autistic Spectrum Disorder at various social and leisure activities and opportunities at the Autism Resource Centre.
- To work as part of a team, including volunteers, and the Session Supervisor, Children's Service Manager and Assistant Manager to provide fun and accessible play and social opportunities for children and young people who are affected by autism.
- The Children's Play Support Worker will also work with families/carers to enhance their understanding of autism and provide them with advice and support when required.

Main Tasks

- To support the development and delivery of a range of social and play opportunities for children and young people who are affected by autism and to utilise autism specific approaches to support the development of social and communication skills.
- To be responsible for equipment and resources used in sessions, supervising children with the appropriate use of resources during activities
- Undertake direct work with children in consultation to improve motor skills, social skills, communication skills and personal development - both at the Autism Support Centre and other community settings. This may include personal care.
- To work with the children to develop the confidence and self-esteem of the children and young people who attend.
- To help set up play equipment and ensure activities are ready for sessions.
- Undertake work with siblings of children with ASD when identified and provide them with age-appropriate information about autism and emotional support as required.
- To complete pre and post session check-ups as and when required
- To appropriately record outcomes and gather appropriate feedback when required to do so.
- To liaise with parents and carers, young people and other stakeholders.

- To ensure that the Health and Safety and Safeguarding aspects of the activities are adhered to in line with Action for ASD's policy and procedures.
- To contribute to reports for the Children's Service Manager, funders and for Action for ASD management when requested.
- To attend supervision and staff meetings where appropriate.
- To attend necessary training and development opportunities relevant to the role and organisation.
- To follow Child Protection Policy and Procedures.

General Responsibilities

- Co-operate with all Action for ASD staff in maintaining good relationships with outside agencies and the general public to uphold the organisation's image and win increased support for its work.
- Promote a positive image of autism, the Project and Action for ASD
- Ensure awareness and observation of Fire and Health & safety Regulations
- Attend and participate in staff training opportunities and staff meetings as required.
- Carry out other duties as are within the scope spirit and purpose of the job, the title of the post and its grading as requested by your line manager or his/her higher level of authority

Confidentiality

Maintain confidentiality of all areas of Action for ASD and its work. The nature of the work within the organization, entrusts people with confidential information about service users, their family and other staff. Any breach of this confidentiality will constitute gross misconduct.

Note

The job description reflects the present requirements of the post. As duties and responsibilities of this post change and develop, it is expected that support staff will need to take on other tasks in keeping with the job description.

This post involves work outside normal working hours in the evenings during the week and weekends and the post holder will be required to work during school holidays.

The project is ongoing and is continually developing. The post is contracted initially for one year and has a three-month probationary period.

Indicated below are areas of special consideration in terms of working conditions of the job:

Travel

Travel within East Lancashire - Visiting statutory authorities, outside agencies, individuals etc. An allowance of 45p per mile will be made for any mileage covered.

Working Environment

ACTION for ASD operates a no smoking policy.

Pressures Inherent in Job

The job holder will frequently be in contact with people with an ASC and carers, who are under a great deal of stress, therefore certain qualities listed under E in the Employee specification are essential.

Children's Play Support Worker Employee Personal Specification

Listed below are the requirements of the job in terms of what a candidate will need to offer,
to be able to perform the job effectively.

The cross (X) indicates whether these requirements are essential or desirable:

| Description of Category | Evidence | Essential | Desirable |
|---|-------------------------------------|-----------|-----------|
| A. Qualifications | | | |
| Qualification in Childcare, Youth Work or Teaching equivalent to NVQ Level 2/3 | App Form | X | |
| B. Knowledge | | | |
| Awareness and understanding of Autism/AS | Interview | X | |
| Understanding of the needs and difficulties of children and young people with a diagnosis of Autism | Interview App Form | X | |
| Knowledge of PECS and TEACCH | Interview | | X |
| Knowledge of legislation relating to Child Protection | Interview | X | |
| C. Skills | | | |
| Good Level Communication skills (written and verbal) | App Form Interview | X | |
| An ability to work in settings in which the atmosphere may be highly emotive | Interview | X | |
| Good standard of report writing | App Form | | X |
| Ability to communicate sensitive information to a range of personnel | Interview | X | |
| Computer literacy | Interview | | X |

| D. Work Experience | | | |
|---|-------------------------|------------|----------|
| Experience of paid or voluntary work with children and young people with an ASD or disability | Interview | | X |
| Experience of writing reports and records | Interview | | X |
| Experience of monitoring projects | App Form | | X |
| Experience of supporting parents and carers | Interview | X | |
| E. Personal Qualities | | | |
| An ability to interact effectively with children, staff and members of the charity | Interview | X | |
| An ability to work independently, reliably and consistently with work managed and agreed and managed at regular intervals | Interview | X | |
| An ability to plan and prioritise | Application form | X | |
| Ability to cope under pressure and remain calm | Interview | X | |
| Willingness to undergo an enhanced DBS check | Application form | X | |
| Ability to cope with emotional circumstances | Interview | X | |
| Ability to cope with personal conflict | Interview | X | |
| Ability to accept and use supervision appropriately and effectively | Interview | X | |
| Essential Car User | | N/A | |