

March 2019

Dear applicant

**RE: Job pack for Casual Children's Play Worker**

Thank you for your interest in our vacancy. Contained in this pack are the details about the position available. There is no closing date for applications so please return completed forms to the address below or email [katie@actionasd.org.uk](mailto:katie@actionasd.org.uk).

We are looking to expand our team of staff who work with children and young people with a diagnosis of Autistic Spectrum Conditions at the Autism Resource Centre (ARC), Burnley. We want enthusiastic play workers to support our members in a range of different social and leisure activities at the ARC. ***We encourage both male and female applicants to apply.***

If you have any questions or queries please contact the Katie Whittle on 01282 415 455 or email [katie@actionasd.org.uk](mailto:katie@actionasd.org.uk)

Once we receive your completed application form, we will process it accordingly. If you are to be invited for an interview, you will receive a notification within two weeks of us receiving your application.

We look forward to receiving your application.

Kind regards

Action for ASD

## **Privacy notice – job applicants**

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

# Children's Play Worker

## Job Description

<b>Based at:</b>	The Autism Resource Centre, Burnley
<b>Responsible To:</b>	Children's Project Manager/Children's Project Assistant Manager
<b>Rate of Pay:</b>	£6.70 - £7.85 per hour (dependent on age and qualifications)
<b>Various Hours:</b>	<i>School Holidays Workers:</i> Weekdays 9.45am – 4.15pm & 9.45am – 2.15pm <i>Casual Staff:</i> Wednesdays 4.45pm - 8.15pm Saturdays 9.45am - 3.45pm

### Job Summary:

- To support children and young people with an Autistic Spectrum Disorder at social and leisure activities and opportunities at the Autism Resource Centre.
- To work as part of a team, including volunteers, and the Children's Project Manager and Assistant Project Manager to provide fun and accessible play and social opportunities for children and young people who are affected by autism.
- The Play 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.
- Undertake direct work with children in consultation to improve motor skills, social skills, communication skills and personal development - both at the ARC and other community settings. This may include personal care.
- To help set up play equipment and ensure activities are ready for sessions.
- Undertake indirect work with siblings of children with ASD when identified and provide them with age-appropriate information about autism and emotional support as required.
- Support siblings at Family Sessions/Siblings Sessions and family events as and when necessary.
- To complete pre and post session check-ups.
- 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 Project 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.

## Children's Play 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
<b>A. Qualifications</b>			
Qualification in Childcare, Youth Work or Teaching equivalent to NVQ Level 2/3	<b>App Form</b>	<b>X</b>	
Driving Licence	<b>App Form</b>		<b>N/A</b>
<b>B. Knowledge</b>			
Awareness and understanding of Autism/AS	<b>Interview</b>	<b>X</b>	
Understanding of the needs and difficulties of children and young people with a diagnosis of Autism	<b>Interview</b> <b>App Form</b>	<b>X</b>	
Knowledge of PECS and TEACCH	<b>Interview</b>		<b>X</b>
Knowledge of legislation relating to Child Protection	<b>Interview</b>	<b>X</b>	
<b>C. Skills</b>			
Good Level Communication skills (written and verbal)	<b>App Form</b> <b>Interview</b>	<b>X</b>	
An ability to work in settings in which the atmosphere may be highly emotive	<b>Interview</b>	<b>X</b>	
Good standard of report writing	<b>App Form</b>		<b>X</b>
Ability to communicate sensitive information to a range of personnel	<b>Interview</b>	<b>X</b>	

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

**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 40p per mile will be made for any mileage covered.

**Unsociable Hours**

Allowance has been made within the Salary to cover evening and weekend work. The majority of these hours will be in the weekday evenings, weekends and school holidays.

**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.

**Working Hours**

This post will involve evening work and weekend work on a regular basis.

**Annual Leave**

Casual staff members accrue holiday pay instead of having holiday hours.

**Length of contract**

All casual staff members are on a variable hours contract.