

Job Description

Job Title:	After School Club Play Worker
Responsible to:	Venue Lead
Hours:	Hours dependent on shifts available and will be worked during term time Shifts are either 2.45 – 6pm or 2.30 – 6.30pm, Monday to Friday, during term time Additional Holiday Scheme work is also available during school holidays
Rate of Pay:	Between £7.83 - £10.05 per hour, depending on experience and qualifications
Location:	Extratime's After School Clubs are located at: <ul style="list-style-type: none"> • Hawkins Crescent (Herons Dale Primary School) • Hill Park School • Woodingdean (near Downs View School)

Extratime Overview:

Extratime is an award-winning charity providing play and leisure activities for hundreds of children and young people with and without disabilities across Brighton & Hove and West Sussex. At Extratime clubs and holiday schemes, children and young people with disabilities, complex medical needs and conditions such as autism, have the specialist support they need to have fun, try new things and make new friends. Families consistently tell us that that Extratime is their life-line. The specialist care we provide broadens horizons for children and young people. For their families, Extratime's after school clubs and holiday schemes also alleviate some of the pressure of caring for a child with a disability. Check out our website to see more about us and what we do: www.extratimebrighton.org.uk

Role Overview:

Play Workers work as part of a great team that supports children and young people with a diverse range of abilities and interests to have fun, try new things and make new friends. This means contributing positively by providing safe, creative and challenging opportunities for age-appropriate play and leisure activities.

This role also includes providing personal care and support for children and young people with learning disabilities, communication issues and behavioural challenges.

Main Duties

Working with Children & Young People

1. Maintain a safe, warm and caring environment for a diverse group of children with different interests, abilities and backgrounds
2. Support the Venue Lead in planning a programme of age appropriate activities which allow all children and young people to have fun, be creative, socialise and participate at their own level
3. Work on a 1:1 basis or in small groups with children and young people, supporting individuals in their participation in the club's activities and ensuring they have a fun, positive and engaging experience
4. Support the management of behaviours and adapt activities to meet the needs of groups or individuals
5. Meet the care needs of the children and young people, including the provision of snacks and drinks, toileting/changing and keeping a high standard of hygiene*
6. Administer medication where required*
7. Participate fully in all end of session procedures, including clearing up and assisting children in the use of home transport where appropriate

*Only appropriately trained staff will be expected to do this.

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Team Working & Communication

1. Work effectively as part of a strong team
2. Communicate information from parent carers regarding children's individual needs to team members as appropriate
3. Contribute fully to team briefing and debriefing sessions at the start and end of each session
4. Participate in regular feedback sessions and attend staff training to continuously strive towards the highest standards of care and support
5. Ensure that parents, carers and other visitors are made to feel welcome
6. Communicate clearly and sensitively with parent carers, school staff and other professionals, whilst maintaining confidentiality
7. Support and be sensitive to the role of volunteers working with children and young people
8. Attend team meetings and planning meetings with the wider team

General Duties

1. Keep up to date with, and work within Extratime policies and procedures, with special attention to Health & Safety, Safeguarding Children and Equal Opportunities policies
2. Follow administrative procedures for the session, including (but not limited to) updating registers, completing accident/incident records, debrief records and procedures for administering medical treatment*
3. Ensure equipment and materials are safe and well maintained, informing the supervisor of any concerns
4. Fulfil any other duties considered reasonable as directed by senior staff

*Only appropriately trained staff will be expected to do this.

Person Specification

Please refer to each of these points when completing your application and please give examples to explain how you meet these requirements.

Essential Experience, Skills & Knowledge

1. Previous experience of working with children and/or young people and the ability and passion to provide fun, warm and consistent care to everyone attending the club
2. A basic understanding of child development and learning
3. A basic understanding of the needs and issues relating to the care of children with disabilities and/or learning difficulties
4. Able to communicate effectively and sensitively with children and young people, parent carers, staff and other professionals
5. Able to work with and contribute to the team
6. An understanding of safeguarding issues and a commitment to safeguarding responsibilities
7. Willingness to undertake training and development, e.g. safeguarding children, administration of emergency medication
8. A positive, 'can do' attitude and the ability to work on own initiative

Desirable Experience, Skills & Knowledge

1. Previous experience of working with children who have severe and profound/multiple disabilities and/or learning difficulties
2. Experience of providing inclusive play practice and a commitment to providing this for all children within an equal opportunities framework
3. Knowledge and experience of alternative communication systems e.g. Makaton, PECS
4. A relevant childcare qualification that is on the Ofqual Register (e.g. NVQ, BTEC)
5. A qualification in paediatric first aid
6. Knowledge of relevant medical procedures, e.g. management of gastrostomies

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IMPORTANT:

As part of Extratime's procedure for checking the suitability of applicants to work in our clubs and schemes, we require that all workers hold an Enhanced DBS check. If you do not have a portable Enhanced DBS, we will support you to complete the DBS registration before you can start work with us.

We will also ask to demonstrate that you have the right to work in the UK under the Asylum, Immigration and Nationality Act 2006. For UK citizens, this simply requires a UK passport.

We try to place applicants in the venue most convenient to them, but this may not always be possible and there will be occasions when staff will be asked to help at another venue.