

Aireborough Supported Activities Scheme
PROVIDING FUN, FULFILLING AND ENGAGING SOCIAL ACTIVITIES
FOR CHILDREN WITH DISABILITIES
52 CHIPPENDALE RISE, OTLEY, LEEDS LS21 2BJ
01134 603206 / 07764 432933
E-MAIL: jo.galasso@aireborough-scheme.co.uk
REGISTERED CHARITY No. 1167044

Job Description

Job Title:	Junior Leader / Leader (Position offer is dependent on age and experience).
Function:	<p>To support children with learning and / or physical disabilities during holiday play schemes (usually based at Green Meadows School, Guiseley), Activity Days in Leeds and residential short breaks at outdoor pursuits centres such as Lineham Farm & Herd Farm in Leeds and Low Mill, North Yorkshire.</p> <p>To undertake training provided.</p> <p>To attend team planning sessions prior to schemes, taking the needs, ages, abilities, likes & dislikes of the children into consideration.</p> <p>To care for and supervise the children, encouraging them to participate with others and learn through play in organised indoor and outdoor activities and trips.</p>
Rate of pay:	<p>Junior Leader U23 - £8.36 per hour;</p> <p>Junior Leader/Leader - 23+ - £8.91 per hour.</p>
Dates and Hours:	<p>Flexible to be able to attend planning sessions & training (TBC prior to schemes)</p> <p>Summer Schemes: - During the first 3 weeks of Leeds schools holidays,</p> <p>Easter Schemes: - Usually 4-5 days during Leeds schools Easter break.</p> <p>To be flexible approx. 9.30am to 3.30pm, some days earlier starts may be necessary for setting up etc.</p> <p>Paid breaks, taken with the children / young people.</p> <p>Activity days at various venues throughout Leeds.</p> <p>Residential short breaks – invited when experience at schemes and activity days has been gained.</p>
Responsible to:	The post holder will report to the Management Committee of ASAS and the Project Manager.
Duties & Responsibilities:	<ul style="list-style-type: none"> • To read, understand and acknowledge all ASAS policies and procedures especially in relation to Safeguarding procedures. • Attend planning and training sessions as required. • Assist with planning/running sessions prior to and during the scheme. • Help with setting out and the clearing up of activities and ensuring the building is left tidy. • Work with other play leaders / junior play leaders and volunteers • Liaise with parents/carers and other professionals if necessary to establish the child's individual needs. • Show patience, tolerance and warmth towards the children and an understanding of their physical, intellectual, emotional and social needs. • Report any concerns you may have prior to or during the scheme. • Assist with carrying out risk assessments. • Ensure the safety of the child/ren in your care. • Deal appropriately with behavioural difficulties which may occur.

<p>Duties & Responsibilities: (continued)</p>	<ul style="list-style-type: none"> • Make sure the children are signed in and out of the sessions. • Caring for children/young people with disabilities including personal care, feeding, changing, communication and behaviour management. • Observe safety measures during fire drills. • Ensure all incidents and accidents are recorded and correct procedures are followed. • Maintain a high standard of hygiene in relation to self, children, equipment and surroundings. • Assist with monitoring and evaluation processes prior, during and after the sessions. <p>Trips</p> <ul style="list-style-type: none"> • Leaders will co-ordinate trips with the Team Leader, and will be responsible for the needs of the child/ren in your care. • Leaders are responsible for carrying information cards, money, and ensuring they have any equipment that may be necessary for the trip – personal protective equipment, first-aid kit, spare clothing etc. • Junior leaders are not expected to lead trips. • Respect and work according to ASAS’s Equal Opportunities Policy, and ensure its promotion in the course of daily work. • In addition, the post holder will be expected to fulfil other duties, which may be reasonably required by the Project Manager.
<p>Working with:</p>	<p>The post holder will be expected to work as a member of a team, maintaining a close working relationship with other colleagues, parents / carers and children / young people.</p>
<p>Work base</p>	<p>Green Meadows School, Guiseley, Leeds and other venues by arrangement</p>
<p>Other main conditions:</p>	<p>This post is subject to an Enhanced Disclosure via the DBS service, which we will process if necessary.</p>
<p>Duration:</p>	<p>One scheme in the first instance.</p>

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Person Specification

	ESSENTIAL	DESIRABLE	HOW ASSESSED
Training	A recognised Play work or Childcare qualification or equivalent experience.	Behaviour management training. E.g. Team Teach First Aid qualification.	Application Form
Experience and Knowledge	<p>Experience of working with children or young people with disabilities</p> <p>An understanding of Safeguarding.</p> <p>An understanding of health and safety procedures.</p> <p>An understanding of the importance of confidentiality and Data Protection, re information relating to children, and their families.</p>	<p>Experience of working with children with profound disabilities and challenging behaviours.</p> <p>An understanding of related conditions / behaviours of children with disabilities.</p> <p>An understanding of the physical, intellectual, emotional and social needs of children with disabilities.</p>	Application Form Interview
Skills	<p>Able to motivate children and sustain their interest in play and activities.</p> <p>Able to manage and communicate effectively on a one to one basis and in a group.</p> <p>Able to work as a member of a team, maintaining a close working relationship with other colleagues, parents / carers and children / young people.</p> <p>Demonstrate understanding, patience, tolerance and warmth when caring for children.</p> <p>Provide a safe, stimulating environment.</p> <p>Behaviour management skills</p>	<p>Creativity / sporting ability.</p> <p>Experience of carrying out personal care.</p>	Interview References

<p>Values and Attitudes</p>	<p>Can do attitude, willing and enthusiastic.</p> <p>The ability, honesty and integrity to share with Line Manager any doubts about their ability to cope with particular situations/clients with a view to obtaining appropriate guidance and training.</p> <p>Able to report any concerns they might have prior to or during the schemes.</p> <p>Non judgmental and accepting of difference.</p>		<p>Interview References</p>
<p>Physical and Sensory</p>	<p>This post may involve a degree of moving & handling of people and equipment. You are required to frequently assess your ability to carry out the lifting tasks required of you.</p> <p>The management is also required to assess your ability to do the tasks required of you and further assess the lifting task, the load & the environment within which the load is handled.</p> <p>The candidate must inform the panel of any pre-existing physical infirmity.</p>	<p>Manual handling experience</p>	<p>Application form</p> <p>Interview</p>
<p>Circumstances</p>	<p>A non-smoker when at work and in contact with staff, users and partner agencies.</p> <p>Must be eligible to work in the United Kingdom</p>	<p>Interview Passport.</p>	
<p>Equality</p>	<p>Candidates should indicate an acceptance of the commitment to the principles underlying the A.S.A.S Equal Opportunities Policy</p>	<p>Interview</p>	