

Job Description – Play Assistant

Autism Concern's play schemes are committed to safeguarding and promoting the welfare of children and young people and expect all staff, play leaders, play workers and volunteers to share this commitment.

JOB DESCRIPTION

1. To be responsible to Autism Concern's Trustees and to conduct themselves at all time in a professional, courteous, helpful, warm and consistent manner.
2. Under the leadership of the Play leader:-To provide full care for the children, including collection from parents on arrival on the scheme, and ensuring that the children are collected by a named adult at the end of each day.
3. To be conversant with The Play scheme policies and the role of the Play assistant in putting these policies into practice.
4. To ensure all the children's welfare is safeguarded and all statutory requirements are met. To be conversant with and act upon all procedures and record keeping, particularly those relating to administration and storage of medication, first aid and accidents, management of behaviour including restrictive physical interventions, child protection, diet and allergies and all other health and safety issues.
5. Have regard for maintaining appropriate dress and personal appearance for working with children and with awareness of health and safety issues.
6. To make themselves aware of designated persons with overall responsibility for Child protection, Physical interventions, Administration of medicines, First aid and Fire safety and to understand the roles and responsibilities that all play workers have as a duty of care.
7. To be aware that it is a statutory requirement that whenever staff have reason to suspect that a child is at risk of abuse or neglect they must report it to safeguard the child and promote their welfare.

8. To read the relevant referral/medical forms and plans for the children you are working with, to ensure you have a good understanding of their individual needs, means of communication, strengths, interests and strategies for management.
9. To contribute to the provision of safe, creative, appropriate play opportunities, preparation of activities, organisation of the programme and supply of refreshments as appropriate. Ensure that all equipment is clean, organised and fit for use, and is returned to store in such a way that it is ready for subsequent use. Ensure that disposable items are kept separately and are cleared away at the end of each scheme. Ensure that broken equipment is taken out of operation and reported to the Play Leader/ Playscheme co-ordinator so that replacements can be purchased.
10. To supervise play plans that address the individual needs of the child and help develop each child's social and communication skills. Carry out activities appropriate for each child. Work with the children in suitable groups, taking into account their individual needs and behaviours.
11. To work with a team of play assistants, giving each other mutual support.
12. To complete standardised Autism Concern job application/ information sheets and provide evidence of certificates and qualifications to ensure that Autism Concern's database is kept up to date and appropriate training is provided. Provide evidence of current CRB or complete forms provided by Autism Concern to gain registration.
13. To maintain close liaison with parents, at both ends of the day, to ensure that the needs of the individual child can be met.
14. To carry out responsibilities and activities within an Equal Opportunities framework.
15. To participate in daily briefing and de-briefing meeting, contributing ideas and giving feedback to the Play leader.
16. To participate in an annual review to ensure that identified development and training needs can be planned for.
17. To undertake induction training and other training deemed essential to enable post holder to carry out duties efficiently.

PERSON SPECIFICATION

Level 2 qualification in day care/play work or equivalent
(or prepared to be part of a programme working towards this)

Experience of working with autistic youngsters or children with Special needs
or previous experience of play work.

An empathy and understanding of the needs of this client group is essential.

Hold a current certificate in positive handling strategies e.g TeamTEACH

Hold current certificates in First Aid, Child protection, Health and safety/ risk
assessment, Lifesaving, MIDAS

Commitment to developing own skills through training

Good organisational and communication skills.

A commitment to Equal Opportunities.

Ability to work as part of a team

Flexible/open nature

Ability to work on own initiative.

WORKING CONDITIONS

Daily 9am – 4pm with half an hour for lunch

Pay:	Plays Assistant	£6.50 per hr
	New Assistants – first year /under age 20	£6.00
	Enhanced responsibility – eg: designated first aider or MIDAS driver on a daily basis as required	£7.00

Induction training

Revised 10.05.07