

SNAAP (Special Needs Advisory & Activities Project)

Play Support Leader

We are currently looking to recruit Play Support Leaders to work on a sessional basis with SNAAP delivering activities to disabled children and young people across East Kent which may include Folkestone, Sittingbourne, Canterbury, Whitstable and Herne Bay.

The term 'sessional' means you will work on an 'as and when' basis on a zero hours contract.

Responsible for: Leading a Saturday club, holiday scheme or days out and supervising Play Support Workers to deliver activities for disabled children and young people aged 8-25

Line Managed by: Manager

Responsible to: SNAAP's Board of Directors

Salary: £10 per hour

Hours: You must be available for one Saturday per month and for regular work during Easter and the summer school holidays.

Due to the regular contact with children and young people, this post is subject to an enhanced Disclosure and Barring Service (DBS) check.

Job Description

- To familiarise yourself with the specific needs of the individual children attending the activity including understanding their care needs, risk assessments and allocation of key workers
- To prepare sessions including a variety of activities ensuring there is plenty of fun things to do and all is accessible
- To direct, manage and supervise staff and volunteers ensuring they are following SNAAP's policies and procedures, attentive to the children and young people and behaving professionally at all times
- Be welcoming and supportive to parents and carers including ensuring parents/carers are given feedback about their child's day
- To attend to the individual children's care needs which may include administering medication, lifting and personal care
- To be responsible for taking charge of a group of children and staff. It is a fundamental requirement to ensure that the children are properly supervised at all times ensuring their safety and wellbeing
- To ensure the full participation of **all** children in each activity, particularly with a view to enhancing their life experiences wherever possible and improving individual skills e.g. speech, socialisation
- Maintain confidentiality and report problems/issues as well as significant matters including safeguarding concerns
- To complete written evaluation forms at the end of each session, ensuring all staff and volunteers participate, in order to provide valuable feedback to the Manager, Board of Directors and funders.
- Participate in training, induction and development activities and programmes, and attend meetings as required

- To maintain good working relationships with organisations and professionals who partner with SNAAP
- To represent professionally and positively promote SNAAP and all its services

Person Specification

- Demonstrable previous experience of successfully working with disabled children and young people
- A good understanding of matters relating to safeguarding of children in terms of their health, safety, welfare and mental wellbeing
- Be proactive, creative and possess skills that are successful in delivering positive outcomes for children and young people
- Have excellent communication skills and an ability to relate to young people in a variety of ways
- An ability to understand, respect and value children's and young peoples' views
- Have strong leadership skills including ability to offer practical support and guidance to other team members in a respectful, positive and encouraging manner, and have the ability to engender respect from staff and volunteers
- Ability to work well under pressure and with motivation, enthusiasm, commitment, stamina and energy
- Have patience and be able to stay calm under pressure
- Ability to build and form working relationships with children, parents/carers and colleagues, to work flexibly across professional and operational boundaries, and to work as a member of a team
- An ability to plan and implement fun, exciting and imaginative activities
- Have an outgoing personality and enjoy working with children and young people
- Be willing and able to work Easter and summer school holidays, Saturday's and attend training
- Must be reliable and punctual
- Commitment to the aims and work of SNAAP, including an understanding of, and willingness to, adhere to SNAAP's policies and procedures

For an application form visit our website www.snaap.org.uk

Closing Date: 5th Feb 2019

Interview will be held during February half term (w/c 18th Feb)