



Key Worker – Special Needs Holiday Club

Job Description

Are you looking for an exciting challenge in the holidays? You'll need a sense of humour, kindness and a lot of energy. But if you love working with young people with additional needs, this is the job for you!

We are the LS29 Special Needs Support Group, a well-established charity that works with families in Ilkley and surrounding areas. We launched LS29 Time Holiday Club in summer 2018, designed exclusively for children and young people with additional needs. We are looking for sessional keyworkers to join our friendly and supportive team, caring for children and young people at the club on an ad hoc basis in the Bradford Local Authority school holidays.

A keyworker's day comprises of 5-6 hours where the children and young people are attending, and 1 hour (half an hour at each end of the day) for preparation and tidying up.

£10 per hour, plus holiday pay and NI contributions. Mileage allowance paid for travel to and from work. Paid training and free lunch included. 2 minutes walk from Ben Rhydding train station.

Reporting to: Holiday Club Supervisor/Manager

Responsibilities of the role:

- Taking responsibility for the wellbeing of a specific child or group of children allocated.
- Providing personal and medical care (if trained) to the child or children allocated to you.
- Taking an active role in safeguarding.
- Providing emergency support, first aid and cover when necessary.
- Assisting with the children's lunch and serving snacks and drinks through the day hygienically.
- Supporting children with a variety of additional needs including Social, emotional & mental health difficulties including behavioural challenges
- Setting up and running play activities suitable for a group with varied additional needs.
- Building strong relationships with families and being a point of contact for parent and carer enquiries at drop off and pick up.
- Keeping records about the children in your care throughout the day, to give to families at pick up time.
- Attending & contributing to briefing/debriefing sessions after each session run by the Managers/Supervisors
- Following LS29 Time's policies and procedures
- Working as part of a team to ensure the workplace is clean and tidy

- Helping to support with packing up of resources after the seasonal sessions have finished
- Attending LS29 Time's annual training day

Person Specification

Essential

- Cheerful, enthusiastic and caring disposition.
- Willingness to perform personal care tasks and medical interventions if trained.
- First Aid trained (or willing to train).
- Good working knowledge of safeguarding with a child protection qualification (or willing to train).
- Food handling trained (or willing to train).
- Experience of working with children and/or young people ideally with additional needs.
- Experience of organising play and leisure activities.
- Current enhanced DBS certificate (or willing to provide)
- Able to work at least 2 sessions per week during the main school holidays
- Must have excellent interpersonal/communication skills able to problem solve, negotiate in a fast paced environment. Liaising face to face with team members, parents & carers

Desirable

- Experience with a Total Communication approach: Makaton, PECs, symbol systems and AAC devices.
- Experience of managing challenging behaviour.
- Experience of assisting with the care of children with complex medical needs.
- A relevant childcare/teaching/social care qualification (or currently studying)
- Experience of contributing to children's records and paperwork.
- Knowledge of the Ilkley, Keighley and Skipton areas, local special schools, and local support options available to families.

Please send application to ls29timehr@gmail.com