

Job Description

Post:	Play Worker/Buddy Worker
Location:	Bristol/South Gloucestershire
Hours:	This is a casual bank role, work is offered on a shift by shift basis
Accountable to:	Inclusion Co-ordinator
DBS status:	This role requires an enhanced DBS disclosure with appropriate barred list checks.

Key Purpose

To work with the setting leader to provide excellent day to day support to children / young people with additional needs, ensuring their safety and personal needs are met and introducing new ideas to help them participate in a wide range of activities.

Job Type and Hours

- **Who you will be working for:** This job involves working on a one to one basis or low ratio providing direct support to children / young people with learning disabilities. You will be assigned to an individual on a shift by shift basis.
- **Where you will be working:** You will be supporting children / young people in various home or community settings.
- **When you will work:** Shifts are available during both term time and school holidays.

Main Duties

- Assists in arranging and implementing a programme of varied play activities, taking into account the needs of the children/young people.
- Encourage and support children/young people to adventure, overcome disabling barriers, take risks and to try new things in a safe and supportive manner.

- Help ensure that the activities reflect the needs of the children/young people attending the schemes or community setting you are working within.
- Ensure communication needs of the child are met and promote communication with others.
- Helps to plan and evaluate each day's activities as well as setting up and packing away any equipment.
- Take responsibility for allocated child/children on and off site.
- Assists in the evacuation of the premises in case of fire.
- Follows safety and hygiene procedures and instructions.
- Reports to play leader any cases of suspected child abuse.
- Supports child/children with any personal care if required, assisting in accordance with their personal care plan.
- Attend, complete and maintain up to date training as required.
- To inform parents/carers on their child's session.
- Responsible for ensuring allocated child received the correct medication, including the administration of medication when required. Including the safe storage and signing in/out.
- Supporting children who may have challenging behaviour, following the correct procedures and protocols for the individual and providing written reports when necessary.
- Offer guidance and support to children/young people who do not have the capacity to make some decisions and is in their best interest to follow your advice.
- Keep and maintain good records and share information where appropriate in line with data protection requirements and Brandon policies.
- Work to the policies and procedures of Brandon Trust.
- Undertake any other duties as may be required from time to time.

Brandon Values and Behaviours

Brandon's values and behaviours underpin all our activities. All employees are expected to demonstrate and promote these values and behaviours in their work.

Safeguarding:

All employees have a duty to take appropriate and immediate action to:

- ensure people with learning disabilities are safeguarded from abuse and to
- report any instances of alleged abuse which you witness or become aware of.

Confidentiality and Data Protection:

All staff are required to comply with our policies regarding confidentiality and data protection.

Diversity:

Brandon Trust is committed to its diversity policy and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

Health and Safety:

The Health and Safety at Work Act 1974 placed a legal duty on employees to:

- Take reasonable care of themselves and others who may be affected by their acts or omissions.
- To co-operate with their employer.

The Management of Health and Safety Regulations 1999 increased these duties to include:

- To use equipment and materials in accordance with instruction and training provided by the employer.
- To report serious dangers or potential risks observed to the employer.

Failure to do these four things is an offence in law for which individuals can be fined and, may lead to disciplinary action within the Trust.

The Management of Health and Safety Regulations also require employees to be 'competent' when carrying out the tasks required by the employer. If you do not feel competent to carry out any task required of you, please discuss this with your line manager, the Learning and Development Manager or the Health and Safety Manager.

General

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken. It will vary from time to time in the light of changing demands and priorities of the Brandon Trust. Major changes in the range of work undertaken will only be carried out after consultation with the job holder.

Brandon Values and Behaviours

Our values are:



- Take a person-centred approach
- Help people to make choices
- Bring out the best in people
- Respect people's differences
- Friendly, kind, and compassionate



- Ask questions
- Take a coaching approach
- Show resilience
- Plan effectively
- Set high standards



- Take considered risks
- Make things happen
- Try new things
- Push for change
- Have a 'can-do' attitude



- Connect people
- Make links to improve things
- Can work with all types of people
- Can spot opportunities for growth
- A team player



- Flexible and creative
- Use imaginative ideas to solve problems
- Can bring new perspectives
- Think outside the box

PERSON SPECIFICATION:

Job title: Play Worker/Buddy Worker

ESSENTIAL	DESIRABLE
Qualifications	
<p>An acceptable level of English and Maths which will enable you to fulfil your day to day job role.</p> <p>Demonstrated through practical tasks during interview and probation. Examples of literacy tasks may include filling in an accident report and completing a cash record. Examples of numeracy tasks may include counting medication and filling in an administration of medication record.</p>	<ul style="list-style-type: none"> • First Aid • Manual Handling • Playwork qualification • Children's safeguarding
Experience	
<ul style="list-style-type: none"> • Must be over 17 	<ul style="list-style-type: none"> • Experience of working with children/young people with additional needs. • Understanding of child development.
Skills / Personal Attributes	
<ul style="list-style-type: none"> • Excellent communication skills and able to develop a rapport with children/young people. • Able to maintain confidentiality • Flexible attitude • Open to challenge • Willing to try new activities • Considerate • Demonstrate an understanding of safeguarding and promoting the welfare of Children/young people with additional needs. • Ability to use a range of appropriate behaviour management strategies. • Demonstrate a commitment to the inclusion of children/young people with additional needs in all aspects of life. • Ability to form and maintain appropriate relationships and personal boundaries with 	<ul style="list-style-type: none"> • Driving license and own car • Makaton

<p>children and young people with disabilities and their families</p> <ul style="list-style-type: none"> • Demonstrate an ability to develop professional relationships. • Reliable • Enthusiastic • Demonstrate Brandon values and behaviours • A positive approach towards working with people with learning disabilities 	
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