



Maidstone Mencap Charitable Trust Ltd

incorporating **Cobtree Playschool for Special Children**

Cobtree Hall, Willington St, Maidstone, Kent, ME15 8EB

www.MaidstoneMencap.org

01622 670 464

Job Description 1: 1 Helper – Juniors, Youth Club, and Holiday Club

Purpose of Post

Supporting the Management team of Maidstone Mencap Charitable Trust Ltd in the provision, management, administration and delivery of KCC funded short breaks services provided for children and young adults with learning difficulties, additional needs and disabilities

To provide a safe, caring, stimulating environment for young people who have learning disabilities and/ or additional needs, working closely with their parents/ carers.

To ensure a high standard of physical, emotional, and social care, for young people placed in our Club provisions, at Maidstone Mencap Charitable Trust Ltd.

To provide support to, the other personnel within the setting, therefore implementing and maintaining the highest standards and quality practices.

To be aware of, and to maintain best practices to fulfil the policies and procedures established for Maidstone Mencap.

Responsible To:

Child and Young Person Welfare Manager, the Board of Maidstone Mencap Charitable Trust Ltd, Individual Club management including Deputy Managers and Key Personal.

Main Responsibilities and Duties

To include...

- To help set up resources, toys, equipment and activities to meet the needs and interests of the children and young people in our care. To maintain a stimulating enabling environment throughout the day for all children to be able to access the opportunities and experiences we are able to provide.
- To check which child you are supporting and stay with that child for the day. Get to know the child, read their key information to understand their likes, dislikes, behaviour and communication techniques. To liaise with the child's individual key purpose to reflect and share information supporting the child involvement and wellbeing. If you need to leave the child for any reason (including needing a break) please ask your child's key person beforehand so suitable cover can be provided.
- Spend time encouraging 'your' child to get involved with the activities and opportunities available for them, listening, understanding and responding appropriately to their communication strategies

with you. Support where appropriate their social interaction with their peers. Have fun be the best resource for the child in the room.

- Support the child with eating and drinking at snack times and lunch times.
- Encourage and model 'good' desired behaviour and try to ignore unwanted behaviour if possible. Seek help from the child key person and the management team if a child is exhibiting challenging behaviour for guidance and support. Share positive techniques for inclusion in the Childs plans.
- To support the tidying up , safe storage and cleaning needed at the end of each day of the hall, kitchen, resources and equipment

Policies and procedures:

Safeguarding basic awareness training is mandatory

Fire safety Awareness training is mandatory

- For Safeguarding reasons do not be alone with a child – in the lift, a room or toilets.
- If you have any concerns about a child's welfare or another volunteer's or staff members behaviour talk to the Manager firstly, if your concern is regarding the Manager, please speak with the Child and Young person Welfare Manager. See our Safeguarding notice board for Policies and procedures for more information.
- Every individual is responsible for Health and Safety. Familiarise yourself with our policies and procedures. Be aware of any potential risks and Hazards, to remove/ make safe and report to management.
- If the child, you are supporting needs intimate care please ask for support from the child's key person. We will not ask for you to complete any personal care needs, but to be alongside for reassurance to the child if needed and to meet compliance for our safeguarding policy.
- In case of a fire or fire drill escort the child, you are supporting to the evacuation point. See Fire Procedure for more information. To be aware of individual manual handling and mobility of the child in your care along with their personal evacuation plan.
- Remember the importance of confidentiality and do not discuss any personal information about the children with people other than the child's key person or manager. Breach of confidentiality is an act where we will implement our disciplinary procedures.
- Do not use your mobile phone while supporting the children during the club, phones are not permitted in any areas where the children are. Safe storage is provided, and our policy must be adhered to.
- Only those authorised to do so will take photos for any children's records or social media marketing purposes for Maidstone Mencap. We seek consent from individual parents to enable this.

One to One Helper Person Specification

Desirable / Essential

EXPERIENCE	Experience of supporting children with disabilities	D
	Experience of working with children with complex needs and challenging behaviours.	D
	Experience of working with parents	D
KNOWLEDGE	Knowledge of the impact a learning disability can have on a child's development.	D
	Commitment to equal opportunities and understanding of religious and cultural diversity	E
	Understanding of the implications of confidentiality	E
SKILLS AND ABILITIES	Ability to encourage and support a child to try a wide range of appropriate activities.	E
	Ability to use your own initiative	E
	Good communication skills	E
	Knowledge of and ability to use and understand a multi -sensory approach to communication e.g. communication boards, symbols, Makaton, and other augmented communication techniques	D
	Ability to assist with or carry out intimate care (except under 16s) DBS certificate	D
BEHAVIOURS	Reliability	E
	Commitment	E
	Flexibility for attending training sessions	E
	Being able to maintain enthusiasm throughout the day and motivate the child in your care.	E