



DEPUTY ACTIVITIES AND PLAY LEADER

Job Description and Person Specification

What You Can Expect From Us

Watford Mencap is one of the largest Mencap societies in the UK with a long-established history of providing high quality social care services to people with learning disabilities and their families in South West Herts.

This is an exciting time to be joining the organisation and you will play an important role in helping us develop new ways of working to meet the needs of children and young people. Working in this position is both varied and rewarding, and offers you the opportunity to be part of a new model of support for children and young people.

We have accreditation to Investors in People and provide employees with access to a full range of professional and personal development opportunities. This includes induction and in-house training programmes, NVQ, regular supervisions and annual appraisal, as well as coaching and mentoring.

We offer excellent terms and conditions of employment.

Duties and Responsibilities:

1. To promote a person centred approach to supporting children and young people with a learning disability who use Watford Mencap's children's services.
2. To deliver enrichment experiences and leisure and play opportunities which maximise the participation of children and young people who attend the groups held during the holidays
3. To assist in planning and organising activities and equipment to ensure a consistently high quality of support and appropriate social interaction is given to meet the varying needs of children and young people attending groups.
4. To ensure a consistently high quality of support and appropriate social interaction is given to meet the varying needs of children and young people attending the groups.
5. To support families on a day to day basis through effective communication and information sharing.
6. To work with the Activities and Play Leaders to identify and implement new activities to meet changing needs of children and young people with learning disabilities.
7. To directly assist children with personal care as required, and to support individuals to participate in the full range of activities while respecting their right to choice and independence as far as is possible.

8. To be trained as First Aider and in the administration of medications
9. To liaise with families and Play Workers to ensure awareness of risk assessments and care plans in order to be able to meet the individual needs of each child appropriately.
10. To assist in planning and organising a wide variety of play activities, including outings to alternative venues, in order to meet the stated objectives of individual care plans.
11. To promote good relations between the service and families/carers of service users through effective daily communication and by completing communication records, where applicable.
12. To monitor children's actions and behaviours; reinforcing desirable behaviour to promote improvement and achievement, while working with the child and other staff members to manage difficult behaviours which are detrimental to the individual or which may adversely effect others.
13. To ensure adequate provisions are available at all times, such as food, disposables, stationary and play materials etc.
14. To follow correct procedures for any expenses and record all petty cash in keeping with WM policy.
15. To be familiar with and work within the organisation and the service's values policies and procedures, maintaining records and reports accordingly.
16. To preserve and respect the dignity and privacy of people and their families and observe confidentiality at all times.
17. To attend and participate in team meetings, supervisions, appraisals and training as requested and required by your Manager.
18. To ensure the highest standards of child support and play practices are implemented in accordance with standards set by Ofsted, H.C.C and Watford Mencap.
19. To work flexibly and creatively to meet the needs of the children and young as required in the event of staff shortages.
20. To support anti-discrimination policies and procedures and promote equality of opportunity at all times.
22. To undertake such additional duties appropriate to the post and to support the organisation's wider goals by working flexibly across the organisation from time to time as determined by your manager.
23. To brief the Activities and Play Leaders or Children's and Young People's Manager on complaints from service users, their representatives or carers and on exceptional operational issues as they arise.

24. To successfully complete induction.

This job description may be reviewed annually to meet changing service requirements.

Person Specification:

Category	Essential	Desirable
Values	<p>Commitment to the provision of high quality person-centred support to empower children and young people, particularly those with learning disabilities</p> <p>Understanding of the importance of choice, control, rights and empowerment</p>	
Previous experience	<p>Current or previous experience of supporting/caring for others in a paid or voluntary capacity.</p> <p>Working within a team.</p>	<p>Enabling people to access new opportunities</p>
Knowledge	<p>Knowledge of the needs and rights of people with a learning disability and an understanding of the issues which people may face.</p> <p>Knowledge of Health and safety and Risk management policy and procedure</p>	<p>NVQ level 2 (or equivalent) in a child care related subject</p> <p>Knowledge of different communication methods</p> <p>Knowledge of local community</p>
Skills	<p>Communicate effectively and sensitively with different people, including good standard of written English. To be able to report and record accurately.</p> <p>Support people in a creative way that respects choice, dignity, respect and privacy</p> <p>Form and maintain effective working relationships with individuals being supported, their families colleagues and partner organisations</p> <p>Complete and maintain accurate written records and follow policies and procedures</p> <p>Able to work using own initiative, plan and prioritise workload, and contribute own ideas to support service delivery</p>	<p>Able and interested in using IT to support alternative communication methods</p>

Equal Opportunities and diversity	Awareness of and commitment to promoting equal opportunities for all.	Training and qualifications in related subjects such as health and safety, food hygiene, communication methods.
Training and development	Willingness to undertake training as required and to learn and develop new skills	
General	Able to work flexibly to meet the needs of individuals, the service and organisation. Have a positive outlook.	Car owner insured for business use and a current clean driving licence.