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**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 Moor Time, the short breaks charity, formerly known as LS29 Time, part of the LS29 Group. We are now an independent charity that works with families in Ilkley and surrounding areas. Our holiday club launched in 2018 and is 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**. £12** per hour, plus holiday, travel allowance to and from work and NI contributions. 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 Moor 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 Moor 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 completed application to moortimeprojects@gmail.com**