
**Saturday Term Time Key Worker
Special Needs Saturday Club
Ilkley and surrounding areas**



Job Description

Are you looking for an exciting challenge? You'll need a sense of humour, kindness and a lot of energy. 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 the Ilkley & surrounding areas. We launched our holiday club in summer 2018, designed exclusively for children and young people with additional needs. We are now looking for Saturday keyworkers to join our friendly and supportive team.

Our Saturday club provides fun activities for children and young people in term time, giving much needed weekend respite for families/carers. Providing support for both primary and secondary age young people with additional needs, staff work on a rota basis (two Saturdays per month during term time).

A keyworker's day comprises of 6.5 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 pay, travel allowance and NI contributions. Own car is preferred due to working from various locations around Ilkley and surrounding areas.

Reporting to: The Moor Time Manager

Responsibilities of the role:

- Engaging children in creative fun outdoor/indoor activities ensuring maximum participation
- Taking responsibility for the wellbeing of a specific child or group of children allocated.
- Providing personal and medical care to the child or children allocated to you.
- Taking an active role in safeguarding.
- Supporting children with a variety of additional needs -some social, emotional & mental health difficulties, including behavioural needs.
- Building strong relationships with families and being a point of contact for parent and carer enquiries at drop off and pick up.
- Follow Moor Times policies, procedures & risk assessments.
- Working as part of a team to ensure the workplace is clean and tidy.
- Attend onsite training when required during Saturday sessions

Person Specification

Essential

- A love for the great outdoors, prepared to work in all weather conditions.
- Able to work a minimum of two Saturdays per month.

- Cheerful, creative, enthusiastic and caring disposition.
- A team player that is flexible and able to adapt to individual children's needs.
- 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).
- 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 Saturdays per month during term time.
- Must have excellent interpersonal/communication skills, able to problem solve and negotiate in a fast paced environment. Must be comfortable liaising face to face with team members, parents & carers.