



June 2022

JOB DESCRIPTION

TITLE:	Children's Play Assistant
ACCOUNTABLE TO:	Children's Team Leader
TEAM:	Children's Centre

About Save the Family

Save the Family is a charity based in Cheshire. We provide a safe community environment combined with tailored mentoring to homeless and vulnerable families. The support offered includes access to training, employment support and issue led support empowering families to move forward with confidence.

Safeguarding

Save the Family requires all of its employees to abide by its policies on safeguarding and promoting the welfare of vulnerable children and adults. An Enhanced Disclosure and Barring Services (DBS) (Previously known as CRB) check is required with this post. As well as this position being subject to a satisfactory enhanced disclosure, this job offer will also be subject to a minimum of two satisfactory references.

Values and Attitude

The success of Save the Family has spanned over 40 years. We value our people and take great pride in our core values that are embedded through everything we do to **CREATE** a positive future.



All Save the Family employees are expected to demonstrate the Charity's values by working positively as part of a team delivering vital high-quality services to clients to create a culture where all are valued and encouraged. In return, Save the Family will offer you support, training and development and the best resources that we are able to provide to help you give your best in your work with us.

The Role

Mentoring

We provide a safe, residential community for homeless and troubled families where safeguarding is paramount. We aim to keep families together and help them create a positive future.

All our team members are expected to work in support of these aims, in terms of both **what** they do to help families and **how** they do it.



June 2022

We deliver our service by mentoring families, working in partnership with them to:

- Explore/Clarify the needs that have been identified with them during the referral process
- Develop a set of goals to meet those needs
- Offer support in the implementation of strategies to reach those goals

Mentoring adopts a guiding approach which respects the autonomy of individuals to make their own choices (within safeguarding limits). It promotes a shared understanding of possible barriers to change and empowers people to recognise their strengths and take control of situations in order to reach their goals. Our approach supports families to develop their own problem-solving skills which in turn helps them to develop resilience.

Mentoring is both person and family-centred and is heavily dependent on the ability to communicate with empathy and sensitivity using the skill of active listening.

Job Purpose

You will provide support to the Children's Team for children's play activities, both on and off-site. You will support the team when required by providing advice, support, mentoring, information and role-modelling to children to enable them to overcome difficulties and barriers to achieve identified outcomes and reach their potential.

Principal Accountabilities

1. Provide support to children, in line with what has been identified by the Children's Team in mentoring plans.
2. Establish positive relationships with children based on mutual respect and clear boundaries.
3. Support structured play and child-led play and development, in the home, in the Children & Young People's Centre and off site.
4. Maintain clear and accurate records of work undertaken and outcomes achieved.
5. Identify record and develop effective communication to cascade any known risks or concerns to relevant colleagues and other external agencies, to maintain and ensure a safe working environment.
6. Remain vigilant about safeguarding requirements at all times, ensuring any issues are addressed in accordance with the charity's procedures, with guidance and involvement of the Safeguarding Manager.

General requirements

- Carry out your role in an effective and appropriate manner which meets the requirements of Save the Family in accordance with the culture, values, aims and objectives of the charity as detailed in our policy framework and the Code of Conduct for Employees.



June 2022

- Seek to continuously improve in order that the Charity delivers the best possible service to residents.
- Positively contribute to the Save the Family team working environment and participate in regular internal/external meetings as well as in any training required.
- Act as a positive ambassador for the Charity at all times
- Attend Save the Family Events in support of raising the profile and much needed funds
- Undertake any other duties that may be required from time to time
- Appreciate that there may be a requirement to lone work, due to the nature of the service

This appointment is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and references.

NB: This Job Description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Charity may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Charity's service, provided that such changes are appropriate to the employee's remuneration and status.

I confirm that I have read and agree to carry out the duties and responsibilities contained in this job description.

June 2022

PERSON SPECIFICATION

Post: Children's Play Assistant		
CRITERIA	ESSENTIAL / DESIRABLE	METHOD of IDENTIFICATION
<p>Qualifications:</p> <p>A good standard of education (i.e. GCSE A-C in English and Maths or equivalent)</p> <p>Safeguarding Training</p> <p>Mentoring training</p>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>CV & covering letter</p> <p>CV & covering letter</p> <p>CV & covering letter</p>
<p>Proven Experience:</p> <p>Experience of working with vulnerable children and young people with complex needs</p> <p>Experience of planning and structuring activities for children and young people</p> <p>Working knowledge of Health and Safety Practice</p> <p>Experience of applying safeguarding procedures and practices</p> <p>Previous experience working in a role within a project that is outcome driven</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>Knowledge, skills and abilities:</p> <p>Demonstrate a positive attitude in working with children with complex needs</p> <p>The ability to develop relationships based on trust</p> <p>Good communication skills at all levels</p> <p>Compassionate, sympathetic person</p> <p>Good organisational skills</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

June 2022

Excellent empathy with the needs of vulnerable families	Essential	Interview
Ability to recognise personal barriers to progress and work with others to overcome them	Essential	CV & covering letter CV & covering letter /Interview
Able to monitor work outcomes to ensure targets are met	Essential	Interview
Child centred with the ability to work holistically with families	Essential	
Other Attributes:		
Ability to work as part of a team or as a lone worker	Essential	CV & covering letter /Interview
Confidential, tactful and diplomatic	Essential	Interview
Polite, cheerful and helpful attitude	Essential	Interview
Flexible, can do approach to problem solving	Essential	Interview
Full driving Licence	Desirable	CV & covering letter /Interview
Willing to drive company vehicles	Desirable	CV & covering letter /Interview
Willing to use own vehicle	Desirable	CV & covering letter /Interview
Business use on insurance or willing to purchase if appointed	Desirable	CV & covering letter /Interview