

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Special Needs Play Leader

Vacancy ID: 009793

Salary: £8.74 per hour

Closing Date: 24/02/2019

Benefits & Grade

Grade C

You will receive holiday pay on all hours worked, which equates to 10.74% of the basic hourly rate. Therefore OASIS play scheme employees will not be permitted to take time off during their employment.

Contract Details

10 posts, Casual - to work during Summer, Christmas and Easter holiday programmes

Contract Hours

Up to 30 hours per week, Monday – Friday 9.30am - 3.30pm

Disclosure

The successful applicants will be subject to an enhanced DBS check

Interview Date

05/03/2019

Job Description

OASIS provides after school and Day Care for children and young people with a severe learning disability/complex need. We are part of Stockton Borough Council's Children, Education and Social Care Department. During the Easter, summer and Christmas school holidays we provide a holiday programme so the young people can participate in social and leisure activities. During these holidays we work from a number of venues and require additional staff to support the young people so we are looking to recruit 10 play leaders who are enthusiastic, motivated and committed to providing a high standard of care and support to these young people.

You will work within a team of Special Needs Play Leaders to assist in the planning, organising and delivery of a wide variety of social and leisure activities for children with Severe Complex needs/Severe learning disability/Autism, in conjunction with the Oasis co-ordinators.

Experience of supervising children with severe learning disability is essential. Experience of providing 1:1 support for children & young people with severe learning disability/challenging behaviour is desirable.

In line with the responsibilities and requirements of the respective post, all Oasis playscheme employees must have awareness of and adhere to the Council's financial, legal and administrative procedures and relevant codes of practice and legislation relating to childcare/play.

An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Susan Scott, Unit Manager, on 01642 766579.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.



Directorate: CESC

Service Area: Resource Team

JOB TITLE: Special Needs Play Leader

GRADE: Grade C

REPORTING TO:

1.

JOB SUMMARY:

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2.

MAIN RESPONSIBILITIES AND REQUIREMENTS

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| 1. | To support children and young people to partake in social and leisure activities and support their development through play. |
| 2. | To supervise children and young people on a 1:1 basis and support them in all aspects of their personal care. |
| 3. | To communicate with the children and young people at a level of their understanding. |
| 4. | To promote the children and young people's independence by developing their life skills and interests. |
| 5. | To be punctual, flexible, reliable and enthusiastic. |
| 6. | To attend and be involved in morning team meetings. To ask questions and to ask for support and guidance where required. |
| 7. | To work with agreed strategies to manage children and young people's behaviours which can be challenging. |
| 8. | To be available to work during Easter, summer and Christmas school holidays. |
| 9. | To have an understanding of current good practice standards |
| 10. | To have a good knowledge of disability issues and barriers to social inclusion and impact on family life. |
| 11. | To be able to work as part of a team or independently. |
| 12. | To be able to write a daily report on your allocated children and young people. |
| 13. | To Have a good general education. |
| 14. | To have or working towards a level 3 care qualification in children and young people or have an equivalent qualification such as BTec or sports coach qualification. |

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Special Needs Play Leader	Grade C
Directorate / Service Area	Children's Services	Short Breaks
Post Ref:	15534	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>A good standard of general education</p> <p>A minimum care qualification or working towards e.g. NVQ3 in Children and young people, BTec or Sports coach qualification</p>	<p>Relevant care qualification</p> <p>Interest in sports/leisure activities</p>	Application form
Experience	<p>Experience of direct work with children with complex needs /severe learning disability/autism</p> <p>Knowledge of current good practice standards</p> <p>Knowledge of disability issues and barriers to social inclusion and impact on family life</p>	<p>Understanding the needs of families and carers of children with complex needs/severe learning disability/autism</p> <p>Knowledge of local facilities in the community</p>	Application / Interview

<p>Knowledge & Skills</p>	<p>Direct individual care and support of children with complex needs /Severe Learning disability / autism</p> <p>Communication skills</p> <p>To work as a team or independently</p> <p>To be able to take part in play and leisure opportunities for young people with complex needs/ Severe learning disability / autism</p>	<p>Negotiation skills</p> <p>Counselling skills</p>	<p>Application form/ Interview</p>
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement</p>		<p>Application / Interview</p>
<p>Personal Factors</p>	<p>Good interpersonal, communication and customer service skills.</p> <p>Able to work as part of a team and provide support to team members</p> <p>A flexible and enthusiastic approach to work</p>	<p>To know when to ask for support and guidance.</p> <p>To be reliable, punctual and available Easter, summer and Christmas school holidays</p>	<p>Interview.</p>

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.