



## The Log Cabin Charity

### Playworker/Driver and Passenger Assistant Job Description

#### The Log Cabin Charity background

The Log Cabin Charity is an organisation for children and their families and young people age 4-15 who have special needs and disabilities. The children and young people needs include profound/severe learning difficulties and autism. The Log Cabin Charity is located in Ealing, West London in a multi cultural community.

#### Salary

Playworker/Driver and Passenger Assistant is £10.05 per hour

#### Employment duties

This job description is to be performed in accordance with the provision of the Log Charity Staffs' Pay and conditions document and within the range of Playworker/Driver and Passenger Assistant s' duties set out in this document.

**Accountable to:** The Log Cabin Charity Trustees, the Managing Director of the Log Cabin Charity in matters within their responsibility and your line manager

#### Job purpose:

- Encourage and enable children of differing abilities to play in an adventurous, creative and imaginative way, in a caring, secure environment both individually and within a group for children aged 4-15yrs.
- Enable and support children to gain the full benefit of the facilities provided by The Log Cabin Charity
- Responsible for supporting positive play and learning experiences for children and young people at all times creating opportunities to become independent.
- Operate and maintain the playground, buildings and equipment in a safe and satisfactory condition in accordance with The Log Cabin Charity's policies and procedures.

**Everyone within the Log Cabin Charity has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.**

**Particular Responsibilities:**

1. To provide high-quality play opportunities, primarily for children and young people with special needs and disabilities, but also for their mainstream brothers, sisters and friends.
2. To work with children and young people, both individually and in groups, to establish positive relationships with them and to help them develop socially, emotionally, physically and intellectually.
3. Recognise that some children and young people have communication difficulties and to use alternative communication techniques if required.
4. Work as part of a team in the development of positive behaviour support plans and play profiles, ensuring that children and young people are limited as little as possible by their additional needs or disabilities.
5. Support The Log Cabin Charity's positive approach to managing behaviour, to ensure that children and young people behave appropriately and in line with The Log Cabin Charity's behaviour policy at all times.
6. To assist in planning, developing and delivering a programme of play activities that responds to and fulfils the needs of children/young people by consulting with the them and involving them in the planning of activities
7. Provide practical assistance in relation to identified physical needs e.g. transportation and transferring, manual handling, dressing, meal times, preparation of specific equipment/resources.
8. Assist children/young people in implementing their personal care programmes during the session, including:
  - personal hygiene
  - toileting and continence training
  - eating and drinking
9. To drive/escort the children/young people to and from the Log Cabin Charity, following the Log Cabin Charity's driver/escort procedures.

10. To work with and encourage involvement and support from parents, carers, teachers, social workers and other professionals in connection with the needs of the children and young people.
11. Adhere to The Log Cabin Charity's guidance on health and safety, manual handling, outdoor play and personal care needs.
12. To maintain and repair the permanent structures and other play equipment to the required standard.
13. Ensure food handling and preparation is carried out within the guidelines of the Food Safety Standards and food provided are delivered in line with healthy eating guidelines.
14. To keep the site and building in a clean and tidy condition.
15. To participate in The Log Cabin Charity's administration, for example accident reports, attendance records, incident reports.
16. To attend and actively participate in meetings and training sessions as appropriate, which may fall outside of normal working hours.
17. Ensure that all policies and procedures including the Health and Safety Policy, Safeguarding Policy, Equal Opportunities Policy Confidentiality Policy, Data Protection Policy and General Data Protection Regulations are adhered to at all times.
18. Communicate appropriately and share good practice with other staff members regarding information that may relate to a child's/young person's well-being, care needs, delivery of service etc. and be prepared to act on feedback as appropriate.
19. To demonstrate a commitment to continuous personal development and training offered by the Log Cabin Charity and share these learnings with colleagues.
20. To demonstrate a commitment to supporting the fundraising efforts of The Log Cabin Charity.
21. Ability to adopt an area of responsibility negotiated with the Senior Leader.
22. To undertake such other duties as become necessary from time to time.

## **Person specification: Permanent Playworker Escort/Driver**

**The knowledge, skills, experiences abilities that are desirable in people who apply, are as follows:**

- A good understanding of children's differing needs and abilities
- Ability to form good relationships with children and young people
- Experience of working with children in a formal childcare / education or play setting
- To be able to take charge of maintaining acceptable behavioural standards
- Ability to stay calm and be patient and understanding when dealing with the children and young people.
- A range of Playwork skills to devise new ideas and engage the children in activities including a variety of arts and craft skills and group games.
- Ability to work as part of a small team, be adaptable and self-disciplined in an informal working environment
- Excellent written and verbal communication skills
- Commitment to The Log Cabin Charity's Equal Opportunities policy
- Commitment to The Log Cabin Charity's policies on Safeguarding Children and Every Child Matters
- Ability to work in a flexible manner for the effective running of the Log Cabin Charity.

**The following knowledge, skills and abilities would be an advantage:**

- Experience of working with children and young people with complex and profound additional needs.
- To hold a qualification or working toward a qualification in Childcare, Playwork or equivalent.
- Hold training relevant to the post e.g. Paediatric First Aid, Safeguarding, Food Hygiene, Health and Safety e.g.

- Experience in different communication methods e.g. BSL, MAKATON or PECS.
- Knowledge of the OFSTED and Early Years Foundation Stages frameworks.
- Full UK driving license and to satisfy requirements for driving a Community Transport minibus (not necessary for Playworker/Escort position)

**Job location:**

Based at The Log Cabin Charity, 259 Northfield Ave, London W5 4UA

You may be required to work at another location as the Management require

**Other information:**

- Salary is **£10.05** per hour.
- Shifts will be allocated within the following times (applicants are required to be flexible):
  - 2.30pm – 7pm during term time (20 hours per week)
  - Shifts allocated between 8am – 6pm during school holidays. (35 hours per week)

However, you may be asked to work outside of these hours.

- You will be entitled to 20 days paid annual leave per year (pro-rata), plus UK public holidays. It is a condition of employment that annual leave may not be taken during the Summer Holiday Playscheme.
- This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.
- Because of the nature of the work the provisions of Section 4(2) of the 1974 Rehabilitation of Offenders Act do not apply. Information about convictions, which for other purposes are “spent” must therefore be disclosed. Successful applicants will need to give permission for a DBS check to be made.
- Most of the children that come to the Log Cabin Charity have special needs or a disability, such as: physical or learning difficulties and / or emotional and behavioural difficulties.

## Personal Attributes

- High calibre interpersonal skills with ability to empathise, negotiate and communicate effectively with children/young people, staff and parents, the community and outside agencies.
- Resolute and resilient and able to emotionally manage the demands of the role
- Ability to multitask
- Empathetic whilst maintaining focus on children/young people wellbeing
- Approachable and affable
- Sense of humour, friendly and positive disposition
- Imaginative, innovative and resourceful
- Resolution focussed and non-confrontational approach
- Commitment to and evidence of own CPD