



August 2017

JOB DESCRIPTION

TITLE:	Children's Play Assistant
ACCOUNTABLE TO:	Children's Mentor
TEAM:	Children's Centre

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

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 residents 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.

Family Mentoring Approach

Save the Family provides 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 through our unique Family Mentoring approach.

Family Mentoring means that as family role models we develop a relationship based on trust, appropriate challenge, guidance and empowerment with families, which enables them to identify and overcome barriers, become independent and reach their true potential.

Our approach to mentoring is both person and family-centred, demonstrating empathy, maturity and mutual respect, so that we can help individuals and whole families to develop resilience and a positive attitude towards education, social and life skills, relationships, health, work and essential routines. The methodology is based on showing by example and empowering the family to live as a cohesive unit.

At Save the Family, mentoring provides non-judgemental emotional support, guidance and a sense of continuity and stability, which may otherwise be missing in the lives of individuals. Through successful mentoring families develop essential social skills, recognise their own strengths and self-worth grow in confidence and overcome their difficulties.

Job Purpose

To provide support to the Children's Mentor for children's play activities, both on and off-site. Support the Children's Mentor when required by providing advice, support, mentoring, information and role-modelling to children to enable them to overcome difficulties and barriers in order to achieve identified outcomes and reach their potential. Effectively contribute to work with other



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agencies, as part of a team around the family approach.

Principal Accountabilities

1. Provide support to children, in line with what has been identified by the Children's Mentor in mentoring plans.
2. Establish good relationships with children whilst setting firm boundaries.
3. Support structured play and child led play and development, in the home and in the Children's Centre.
4. Provide support and guidance to the families to help support positive behaviours and routines .
5. Support the Children's Mentor with activities both on and off-site.
6. In supporting the Children's Mentor with children's activities, provide brief respite periods for parents, particularly when Family Mentors are operating parenting sessions or adult-specific sessions with parents.
7. In the absence of the Children's Mentor, pick up on any mentoring issues and ensure they are resolved in order to ensure that service standards are maintained.
8. Maintain clear and accurate records of work undertaken and outcomes achieved.
9. 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.
10. Communicate any Safeguarding issues to the responsible officer in accordance with the established procedure.

General requirements

- Ensure that all responsibilities are undertaken in an effective and appropriate manner which meets the requirements of Save the Family in accordance with the Code of Conduct for Employees.
- Seek to continuously improve in order that the Charity delivers the best possible service to residents.
- Participate in regular internal/external meetings as well as in any training required.
- Participate in regular supervisions and annual appraisal.
- Ensure that all Save the Family's Policies and Procedures are adhered to at all times.



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- Work in accordance with Save the Family's culture, values, aims and objectives.
- Act as a positive ambassador for the Charity at all times.
- Positively contribute to the Save the Family team working environment, taking ownership of issues and supporting colleagues where appropriate.
- When required, 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.

Name (Please print): _____

Signed: _____

Date: _____

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PERSON SPECIFICATION

Post: Children's Play Assistant		
CRITERIA	ESSENTIAL / DESIRABLE	METHOD of IDENTIFICATION
Qualifications:		
A good standard of education (i.e. GCSE A-C in English and Maths or equivalent)	Essential	CV & covering letter
Safeguarding Training	Desirable	CV & covering letter
Mentoring training	Desirable	CV & covering letter
Proven Experience:		
Experience of working within a mentoring environment, ideally in a families setting	Essential	CV & covering letter /Interview
Experience of dealing with 'at risk' children on a one to one basis	Essential	CV & covering letter /Interview
Working knowledge of Health and Safety Practice	Desirable	CV & covering letter /Interview
Experience of planning and structuring mentoring activities using own initiative	Desirable	CV & covering letter /Interview
Experience of applying safeguarding procedures and practices	Essential	CV & covering letter /Interview
Previous experience working in a role within a project that is outcome driven	Desirable	CV & covering letter /Interview
Experience of planning and providing activities for children and families	Essential	CV & covering letter /Interview
Knowledge, skills and abilities:		
Demonstrate empathy, communication, listening and interpersonal skills when working with children	Essential	Interview
Demonstrate a positive attitude in working with challenging children	Essential	Interview

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The ability to identify, use, understand and manage emotions in a positive way to communicate effectively, empathize with others, overcome challenges and defuse conflict (Emotional intelligence)	Essential	Interview
The ability to develop relationships based on trust	Essential	Interview
Good communication skills at all levels	Essential	Interview
Compassionate, sympathetic person	Essential	Interview
Good organisational skills	Essential	CV & covering letter
Excellent empathy with the needs of vulnerable families	Essential	CV & covering letter /Interview
Excellent mentoring skills	Essential	CV & covering letter /Interview
Ability to recognise personal barriers to progress and work with others to overcome them	Essential	Interview
Able to monitor work outcomes to ensure targets are met	Essential	Interview
Able to effectively contribute to work with other agencies through established structures such as TAF	Essential	Interview
Child centred with the ability to work holistically with families	Essential	Interview
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
Sense of fun	Essential	Interview
Full driving Licence	Essential	CV & covering letter



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Business use on insurance or willing to purchase if appointed	Desirable	/Interview CV & covering letter /Interview
Willing to use own vehicle	Desirable	CV & covering letter /Interview