

## Foundation for Active Community Engagement (FACE)

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| <b>Post Description</b>   | <b>Assistant Support Worker – Bristol Autism Project</b>  |
| <b>Employer</b>           | Foundation for Active Community Engagement (FACE)   |
| <b>Supervised by</b>      | BAP Team Leader   |
| <b>Pay scale</b>          | £8.34 - £9.53ph, dependent on qualification.  |
| <b>Purpose of the job</b> | To support and encourage children with autism participating in a social activity programme that will assist in their social, physical, and mental well-being and improve their lives. To provide support to the Team Leader and families attending. |
| <b>Hours</b>              | Various, to be agreed up to 25 hours per week during school holidays.   |

### Main duties and responsibilities

1. Together with the Team Leader, to plan and deliver a programme including trips and social activities, which meet the needs of children with autism and their families; *This will involve taking an active role in planning and delivering activities to ensure sessions run well, feeding in any suggestions to improve the programme provided.*
2. To build appropriate trusting relationships with children attending and their families to enable them to talk openly about their hopes, feelings, and any concerns. To ensure all people are listened to and respected, and are referred on to other agencies as appropriate; *This will include providing unbiased information, and guidance. This will include following FACE's Information Sharing and Safeguarding procedures. This will include understanding referral processes and accessing other agencies. This will include building relationships with parents/carers. This will include reporting any concerns to the Team Leader.*
3. To provide families with new strategies and approaches and to also support families in their own techniques for behaviour management. *This will include speaking to families about their children and any strategies for supporting behaviour. This may include using experience to sensitively suggest new approaches and supporting families to find techniques that work for them.*
4. To take positive steps to counter discrimination however and whenever it occurs; to observe equal opportunities legislation, and to operate within Safe From Harm guidelines; *This will involve challenging behaviour and attitudes sensitively, ensuring that everyone follows FACE's rules and policies, as well as helping to form and develop future policies and procedures. This may also include whistle-blowing if colleague's practice is witnessed which goes against the policies and ethos of FACE.*
5. To help set up and clear away activities, complete registers and review sheets. To participate in staff team (and individual) training, supervision, and development activities as required, in order to develop the work of FACE and the post holder's skills and abilities. *This will include being fully involved in all aspects of sessions, setting up/clearing away, evaluating and reflecting on the work, and completing supervision and training as required.*
6. To ensure young people and families are engaged and included, and are having fun. To be enthusiastic and engaged in activities alongside the young people and families. To ask children and families for feedback on activities and encourage them to participate in monitoring and evaluation activities to inform the success of the programme; *This will involve ensuring activities are accessible and participants are enabled and encouraged to take part. This will involve being ready to listen for feedback and acting on it to improve the programme. This will involve taking a lead on motivating others to join in.*
7. To ensure the good Health & Safety of the premises used and good Well-being of all staff and participants is maintained; *This will include following Health & Safety, Fire Safety, Vulnerable Adults*

*& Child protection procedures, liaising with the Team Leader, other Assistant Support Workers, Volunteers, and reporting any concerns or issues.*

## **Person Specification**

### **Qualifications:**

A Health & Social Care, teaching, youth / play work, and / or other relevant qualification is desirable for this post. If you are qualified in a relevant field, you will be paid more.

A First Aid qualification is desirable.

### **Skills:**

Experience of working with children or adults with autism or sensory processing difficulties is essential. (Parent/Carers of a child with autism are welcome to apply)

A range of experience working with children and/or young people and families is desirable.

You must be able to communicate easily with people of all ages. Our participants have sensory processing difficulties, autism, and/or behavioural difficulties therefore any experience in this field would be advantageous, as would a general knowledge of Makaton, PECS or Signalong.

You should have a good command of spoken English, to enable you to support others with their communication needs.

You should be observant and able to easily adapt to changes around you.

Awareness of Health & Safety, Safeguarding, Data Protection and Information Sharing protocols are essential.

### **Personality:**

Children can be unpredictable and demonstrate lively, challenging, or emotional behaviours so you should have an ability to work within this environment in a safe and calm manner.

You must be self-motivated, honest and reliable.

You should be compassionate and patient, with a good sense of what is fair.

You should be aware of your own values and how these affect your judgements.

An ability to promote the learning of information and social skills through fun and 'safe' activities is essential, as is the ability to act as a 'listening ear' to the problems of children and families, and offer unbiased advice so that they may make their own informed decisions.

You should be fun and approachable to children, whilst able to maintain professional boundaries.

You should be encouraging and motivating to others, and a fair and trusted enabler of action. Your practice should inspire others.