

Foundation for Active Community Engagement (FACE)
Based at: St Andrews MYC, Elm Park, Filton, Bristol BS34 7PS

Post Description **Maternity Cover Assistant Support Worker (Messy Hands)**

Post hours: 4 hours p/w

This post is a fixed contract 18th March 2019 - 26th July 2019

Employer Foundation for Active Community Engagement (FACE)

Managed by Charity Director

Supervised by Leader in Charge Worker

Purpose of the job working as part of a team to support and encourage pre-school children and their parents/carers participating in messy and sensory activities that will assist in their social education.

Main duties and responsibilities

1. To participate in team planning and delivery of a messy and sensory play session which meets the needs of children in the area, combining 'fun' with 'educational' activities; *This will involve being fully involved in planning meetings and taking the initiative to research / design / deliver activities.*
2. Under the general guidance of the Leader in Charge Worker, to take an active role in the provision of a programme which caters for different learning styles and abilities; *This will involve being aware of children's development needs and abilities and ensuring activities are accessible.*
3. To encourage support for the work of FACE by fostering good relationships with the local community, council, church, parents, neighbours, and other related agencies. To facilitate and promote family involvement in community events and fundraising for FACE; *This will involve promoting events and participating in occasional weekend activities during the year; including Filton Festival and other fundraising activities.*
4. To ensure children and their families are engaged and included, and are having fun. To be enthusiastic and engaged in activities alongside the children and families. To ask children and families for feedback on activities; *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.*
5. To provide families with new strategies and approaches as appropriate 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.*
6. To build appropriate trusting relationships with children and their parents/carers to enable them to talk openly about their hopes, ambitions, feelings, and concerns, in order to help them to reflect and improve their own lives. To ensure children and their parents/carers are listened to and respected and are referred on to other agencies as appropriate; *This will include providing un-biased information, advice and guidance to help people make informed choices. This will include following FACE's Information Sharing, and Safeguarding procedures. This will include understanding referral processes, signposting, and accessing other agencies.*

7. To take positive steps to counter discrimination however and whenever it occurs; to observe equal opportunities legislation, and to operate within Safeguarding 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.*
8. To participate in setting up, delivering, and clearing away activities, completing 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, including setting up / clearing up, evaluating and reflecting on the work, and completing supervision and training as required.*
9. To ensure the good Health & Safety of the premises and good Well-being of all staff and users is maintained; *This will include following Health & Safety procedures and reporting any concerns or issues to the Leader in Charge Worker or Charity Director.*

Person Specification

Qualifications: No formal qualifications are essential.

If you already have qualifications in Children's Work you will be paid more. A willingness to learn and commitment to professional and personal development is essential.

You must be willing to undertake at least one work-based training course each year, and become locally qualified within 5 years of appointment.

A First Aid qualification is desirable.

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

Skills: You must be able to communicate easily with children under 5 years and their families.

Some of our children have learning or social difficulties and therefore any experience in this field would be advantageous.

Your communication style must allow you to control both group and one-to-one situations with children, whilst ensuring that your interaction with them enables them to learn across the social education curriculum and practise their social skills. You should be observant and able to easily adapt to changes around you.

Activity skills are highly desirable (arts/crafts, music, media, etc).

Awareness of Health & Safety, Safeguarding, Data Protection, and Information Sharing 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 some children and parents/carers and offer unbiased advice so that they may make their own informed decisions.

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