

JOB DESCRIPTION

Job Title

- Support Worker

Main Purpose and scope of job

- To assist in running intervention groups, speech groups, social communication groups, education groups and / or Holiday Camps for 21 Together that assist children, young people and young adults who have Down's syndrome to develop all aspects of their communication and life skills.

Position in organisation

- Reports To: Line manager
- Responsible For: No staff management responsibilities
- Budget Responsibilities: No budgetary responsibilities

Duties and Key Responsibilities

- To support their team in all aspects of delivering the intervention groups, speech groups, social communication groups, education groups and/or holiday camps.
- To assist and/or deliver intervention groups as directed by the Group leader or attending therapist/specialist.
- To enable all families to access and leave the building safely.
- To liaise with parents, answer basic questions and take messages for the group lead.
- To set up and tidy away the environment as directed by the group lead.
- To assist at holiday camps for children and young people with Down's syndrome. This includes assisting and/or delivering in whole group time, small intervention time, lunch times, free time and set up/clear up. It may also consist of some contact with siblings.
- Contribute to the provision of a safe and stimulating play environment.
- Maintenance of appropriate records, registers and reports as directed.
- Contribute to and be involved in liaising with parents/carers.
- Contribute to team meetings to facilitate the planning and preparation of activities.
- Assist in the planning, preparation and delivery of activities, which meet children's individual developmental needs.
- Adhering to all safeguarding requirements and procedures.
- Maintain service-user confidentiality at all times.
- Attend internal & external meetings as necessary, to ensure the successful delivery and development of the service.
- **It is the nature of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way.**

General Responsibilities

- The support worker will work closely with the group leaders. It is vital they can work as a team and create a consistent environment and approach within the groups. This approach will be led by the group leader.
- The support worker will be responsible for the following of the 21 Together Safeguarding Policy in respect to all sessions and Holiday Camps.
- The support worker will be aware of and comply with policies and procedures relating to confidentiality and data protection.
- The support worker will be aware of and support differences and ensure everyone has equal access to opportunities to learn and develop.
- The support worker will attend and participate in regular meetings with the 21 Together Management and such training and other learning activities as required by 21 Together from time to time.

PERSON SPECIFICATION

Requirement	Is this:	
	Essential ?	Desirable ?
Skills and Abilities		
Excellent rapport with children and young people	✓	
Confident communication skills with a range of ages and learning abilities	✓	
Effective communication skills both written and spoken	✓	
Ability to deliver activities according to guidance from the Speech and Language therapist, specialist teacher and group lead.	✓	
Effective organisational skills.	✓	
Ability to effectively manage the learning and wider environment.	✓	
Innovative with strong interpersonal skills and good team player.	✓	
Effective time management skills and ability to deliver to deadlines	✓	
Ability to demonstrate discretion and to handle confidential information sensitively	✓	
High degree of self-motivation and commitment to the community you will be working with.	✓	



Working together with
the Down's Syndrome
Community in Kent to
raise expectations and
realise potential

Commitment to the vision and aims of 21 Together.	✓	
Confidence in the use of IT.	✓	
Ability to assist in making appropriate resources for sessions.	✓	
Experience		
Experience of working with children or young people to improve their communication skills.		✓
Experience of providing support for people with Down's syndrome and their families or of working with people with learning disabilities in social or educational environment.		✓
Experience of delivering set therapeutic or educational interventions under guidance is preferred.		✓
Experience of working in teams and independently	✓	
Knowledge and Requirements		
Must have a full DBS check or willing to undertake one.	✓	
Must have completed Safeguarding Training and have a sound knowledge of safeguarding issues or be willing to undertake this.	✓	
Must have completed first aid and safety training or be willing to undertake this.	✓	
Should have knowledge of augmentative communication systems, be willing to train on the job, or attend any relevant training as specified by the charity.		✓
Should have knowledge of successful strategies for promoting positive behaviour		✓
Should be able to use Makaton signing or be willing to undergo this training.	✓	