Dear Applicant,

Thank you for your interest in our job vacancy. We're delighted that you are considering joining the committed and passionate team at LWCA. I enclose an application form, job description and other information about Leeds Weekend Care Association (LWCA).

LWCA started Weekenders Club in June 1998 as a small pilot scheme, funded and managed by Scope – the organisation for people with cerebral palsy. After its pilot year, the project became independent of Scope and is now a separate Charity and Company, managed by a voluntary management committee. Weekenders Club is a successful and well-established disability childcare provision, which operates 47 Saturdays per year and is based at The Vinery Centre, 20 Vinery Terrace, East End Park, Leeds, LS9 9LU.

Please note that our scheme operates on Saturdays and, as a result, you must be happy and willing to work weekends.

Enclosed is a copy of our eligibility criteria for places on the schemes, which outlines some of the difficulties our children and young people present. We receive referrals from social care or as self-referrals from parent(s)/carer(s); with priority given to children whose carers do not have other respite breaks. Children who come to Weekenders Club attend one session every 4 weeks. The groups are fixed but vary slightly in numbers attending (approximately 15 per session). The emphasis of Weekenders Club is on **play** and **fun.**

Experience of working with children and young people with special needs is essential. All our staff will be required to undergo an enhanced DBS disclosure.

I hope this provides you with some information about our charity and the services we provide.

Please return your completed application to-
Leeds Weekend Care Association, Suite 4, Gledhow Mount Mansion, 32 Roxholme Grove, Leeds, LS7 4JJ or email office@lwca.co.uk

We look forward to hearing from you soon.

Yours sincerely,

Liz Sunderland

Manager
Leeds Weekend Care Association
(Weekenders Club)

LEEDS WEEKEND CARE ASSOCIATION
JOB DESCRIPTION: CARE WORKER – WEEKENDERS CLUB

Role Purpose
The Care Worker is responsible for providing safe, engaging and person-centred support to children and young people with special educational needs and disabilities (SEND) attending Leeds Weekend Care Association's short break services. The post holder will help children and young people access activities, develop friendships, build confidence and enjoy positive experiences within a safe and supportive environment. This role is based on direct support rather than leadership responsibilities.

Key Responsibilities
Supporting Children and Young People

- Provide high-quality support to children and young people with a wide range of disabilities, additional needs and abilities.
- Build positive relationships with children and young people, encouraging participation, enjoyment, independence and social interaction.
- Support small groups and individual children during activities on site at Weekenders Club play scheme at The Vinery Centre.
- Follow individual care plans, behaviour support guidance and risk assessments.

Activities and Play

- Deliver a variety of enjoyable, stimulating and inclusive activities appropriate to the needs and interests of children and young people attending the service.
- Encourage creativity, participation and choice throughout each session.

Personal Care and Wellbeing

- Support children and young people with personal care needs whilst maintaining dignity, privacy and respect.
- Support snack times where required.
- Notify senior staff promptly of any concerns regarding a child's health, wellbeing or safety.

Safeguarding and Behaviour Support

- Maintain a good understanding of safeguarding responsibilities and report concerns immediately in accordance with organisational procedures.
- Use positive behaviour support strategies in line with LWCA policies and guidance. (Refer to LWCA's Behaviour Management Booklet)
- Promote the safety, wellbeing and rights of all children and young people.

Health and Safety

- Check that equipment is safe and suitable for use, reporting any defects or concerns.

- Help maintain a safe, clean and welcoming environment throughout the session.
- Follow health and safety procedures at all times.

Communication and Record Keeping

- Maintain positive relationships with parents and carers.
- Share relevant information with senior staff to support continuity of care.
- Assist with record keeping and administrative tasks as required.

General Responsibilities

- Attend mandatory training and professional development opportunities.
- Work in accordance with LWCA policies and procedures.
- Maintain an enhanced DBS disclosure.
- Undertake any other duties reasonably required within the scope of the role.

Last Reviewed	*November 2026*
Reviewed by	*Liz Sunderland / Chantelle Pearce*