

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](mailto: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

JOB TITLE	Care/Play Worker at Children's Disability Weekend Playscheme
LOCATION	Weekenders Club - The Vinery Centre, 20 Vinery Terrace, East End Park Leeds LS9 9LU.
SCALE/GRADE:	£13.10 per hour + holiday pay uplift
RESPONSIBLE TO:	Senior Play Leader
<p><i>Leeds Weekend Care Association is committed to the provision of a high quality and appropriate service which meets the needs of carers and promotes the development of children with disabilities. As an organization we are committed to safeguarding the children and young people under our care.</i></p> <p><b>MAIN DUTIES AND RESPONSIBILITIES:</b></p> <ol style="list-style-type: none"> <li>1. To work under the direction of the Manager/Senior Play Leader, delivering fun play activities for small groups of children, of mixed ages and abilities, on and off the site.</li> <li>2. To provide fun and stimulating activities for children with a wide range of abilities and disabilities who attend the scheme for 1 session every 4 weeks.</li> <li>3. An understanding of and commitment to our safeguarding.</li> <li>4. To meet users' personal care needs.</li> <li>5. To maintain a supportive relationship with parent(s) / carer(s).</li> <li>6. To assist Senior Play Leader and Manager in keeping of records.</li> <li>7. To assist in tidying of building and equipment at the end of each play session.</li> <li>8. To check that equipment being used is safe and to report any defects to the Play Leader.</li> <li>9. To undertake all other tasks within the remit of the job, which may be required from time to time.</li> <li>10. All LWCA staff are required to hold an enhanced DBS disclosure, which we will apply for.</li> <li>11. To attend all mandatory training provided, within the appropriate time scale.</li> </ol> <p>Staff are expected to comply with and maintain records in accordance with the policies and procedures of the Leeds Weekend Care Association.</p> <p>The job description will be kept under review to ensure it remains up to date.</p> <p>The jobholder will be consulted about any proposed changes.</p>	

## LEEDS WEEKEND CARE ASSOCIATION - PERSON SPECIFICATION

Post: Care Worker	Essential	Desirable
<p style="text-align: center;"><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>• Ability to support children and young people in a range of play activities suitable for their needs planned and delivered by you, under the direction of the Manager/Play Leader.</li> <li>• Ability to work with other staff in a team.</li> <li>• Ability to attend to personal care needs of children/young people at the club.</li> <li>• Holders of a current driving licence.</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	D
<p><b>KNOWLEDGE</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the effects of disability on the lives of children and their carers.</li> <li>• Knowledge of the indicators of possible child abuse.</li> <li>• Ability to engage and entertain children through play activities, including crafts, sport, and art.</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	D
<p><b>EXPERIENCE/QUALIFICATIONS/TRAINING</b></p> <ul style="list-style-type: none"> <li>• Experience of working (paid or unpaid) with children and/ or teenagers with disabilities in an education, care or play setting.</li> <li>• All our staff will be required to hold an enhanced DBS disclosure.</li> <li>• Childcare/play care/youth work qualification.</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	D
<p><b>WORK RELATED CIRCUMSTANCES</b></p> <ul style="list-style-type: none"> <li>• Be able to commit to working a minimum of 2 Saturdays a month (we are closed 5 weekends per year).</li> </ul>	E	

## LEEDS WEEKEND CARE ASSOCIATION

### DETAILED CRITERIA FOR ELIGIBILITY FOR WEEKENDERS CLUB SCHEME.

#### **Supervision Level**

We can only accept children/young people whose behaviour can be managed safely in a group setting.

All places will be reviewed regularly to ensure we are meeting the specification in the criteria below.

We offer a tailor-made service; some children/young people need one-to-one support; others manage in a 'group' situation. You can expect to discuss the specific needs of your child with the Senior Play Leader to ensure we have the correct staffing levels to accommodate them safely.

Children/Young People are eligible if they come within either of or a combination of these headings.

#### **1. Complex Care Needs.**

- Invasive medical /feeding interventions
- Personal care needs, e.g. hoist toileting, incontinence.

#### **2. Physical Disability.**

- Conditions which restrict or impede mobility.
- Sensory impairments which impede learning and social skills.
- Other physical conditions.

#### **3. Learning Disability.**

##### **Severe**

- Communication impairment (pre-verbal/non-verbal communication and/or limited comprehension).
- Limited social skills.
- Behaviour, which can, at times, present as challenging.
- Limited independent play skills
- No sense of danger.

##### **Moderate/Mild**

- Limited/good communication skills – (good level of comprehension, able to follow simple instructions).
- Social skills impaired.
- Behaviour could be difficult at times.
- Able to play with encouragement and support.
- Support needed to make safe and sensible choices.