



## JOB DESCRIPTION

<b>Job Title:</b>	Support Worker
<b>Duration:</b>	Part Time
<b>Hours:</b>	<b>Thursdays</b> in school term time – 16:00 – 18:00 <b>Saturdays</b> in school term time – 11:00 – 15:00 <b>School holiday projects</b> (4 weeks in August, October, Feb & May half Term and 2 weeks at Easter) - 4 or 5 days per week – 10:30 – 15:30
<b>Salary:</b>	£13.39 per hour
<b>Reports to:</b>	Short Breaks Delivery Manager
<b>Agreement Type:</b>	Sessional: Part Time or Flexible

## JOB SUMMARY

### SUMMARY OF KEY RESPONSIBILITIES

The following sets out the key responsibilities and is not intended as an exhaustive list. The role will require other duties relevant to providing a high-quality service.

- Support the Workshop Leader in providing high-quality and inspirational performing arts training to participants on the short breaks programme.
- Support the Workshop Leader in delivering sessions that align with Wac Arts' Quality Code and Aims of Participation\*
- Support the Workshop Leader in the preparation and delivery of performance and sharing opportunities
- Work in group settings and one-to-one with participants
- Build positive relationships with the young people on the programme
- Assist the Senior Support Workers with classroom management and be able to effectively monitor and address behavioural standards
- Provide support with feeding
- Assist the Senior Support Workers with mobility and some personal care for participants
- Maintain detailed knowledge of the participants individual needs and the adaptations that may be required
- Keep up to date with the risk assessment for each participant and closely adhere to the care plan for each participant
- Assist the Senior Support Workers with participants requiring medication, and the course of action for participants who may suffer medical issues



- Provide compassionate, clear and helpful feedback to participants, parents, guardians or carers
- Act as the face of Wac Arts for participants, parents, guardians, and carers
- Act professionally and with enthusiasm for Wac Arts activity, at all times
- Engage in feedback and planning for future Wac Arts programme activity with the Workshop Leader
- Respond to correspondence from your line manager or any other member of core staff in a timely fashion
- Report and record any issues surrounding safeguarding according to the Wac Arts Safeguarding Policy
- Attend programme meetings and training as requested by your line manager
- Make your line manager aware of any issues or complaints

## **PERSON SPECIFICATION**

Candidates must have a clear understanding of and commitment to the aims of the programme. Candidates will ideally possess and be able to demonstrate all or most of the following:

### **Skills and experience**

- Willingness to engage in creative/ performing arts sessions in any of the subjects offered by Wac Arts, or in another relevant field
- Experience of working in education, youth work or social care.
- Excellent time-management
- Excellent communication skills

### **Attitude and approach**

- A positive outlook
- Commitment to growth, development and positive change
- Able to work respectfully in a team
- Flexibility to adjust to change and development
- An understanding of and commitment to equality, diversity and inclusion
- Willingness to work on and off site

### **Useful skills and experience** - *These trainings can be provided by Wac Arts*

- Training in safeguarding of children and vulnerable adults
- Emergency First Aid certificate
- Epilepsy Training

This role requires enhanced DBS clearance, which we will arrange for the successful candidate.



## **EQUALITY**

As an equal opportunities' employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.