

JOB DESCRIPTION

Job Title: ASSISTANT CO-ORDINATOR - CamPlay

Section: Disabled Children's Services

Directorate: People Services

Reports to: Co-ordinator - CamPlay

Location: Countywide

Hours: 37 hours per week

Job Purpose: CamPlay is part of the Community Support Service providing a range of services to disabled children/young people. CamPlay runs Saturday, Community and Holiday clubs in a range of venues across the county. The clubs provide a short break for children, young people and their families. The role of the Assistant Co-ordinator is to work in conjunction with the Co-ordinator to facilitate the delivery and management of these clubs. This will be done within the framework, policies and procedures set out by the Department, DfES National Standards and Ofsted.

Principal Accountabilities

1.	<p>Assist the Co-ordinator to provide a wide range of specialist club settings for disabled children/young people across Cambridgeshire. Sustain an ethos whereby children are recognised as unique individuals with regard to ethnicity, background, experiences, abilities, interests and points of view.</p> <p>Help ensure activities are appropriate to each child's age and stage of development, are multicultural and encourage active learning. Ensure that the service remains focused on the needs of the disabled children/young people.</p> <p>Assist the Co-ordinator to organise the deployment of relief workers effectively to meet required worker ratios.</p> <p>Assist the Co-ordinator in the formulation of service policies, procedures and practices in line with statutory and service requirements.</p>	25%
2.	<p>To line manage and provide ongoing mentoring support to a countywide team. Undertake induction of new workers and training, supervision and appraisal of existing relief workers.</p> <p>Prepare for, attend and participate in group meetings and individual and group supervision. Support the culture of continuous service improvement and personal development.</p> <p>Carry out observed practice of workers providing direct support to disabled children/young people.</p> <p>Be responsible for accurate processing of financial records including time sheets and byclaims. Use systems to undertake</p>	25%

	<p>Human Resource tasks and liaise with Human Resources and payroll as required.</p> <p>Assist in managing the planning, allocation and review of workload for relief workers, so that priorities are managed, shortfalls identified and services delivered within capacity, and within service time scales. Assist the Co-ordinator with decision making and policy issues to ensure the service and departmental objectives are met and the quality of short breaks are consistently maintained.</p> <p>Using the e-recruitment system, undertake recruitment processes and carry out interviews for workers.</p>	
3.	<p>Produce and update Care and Safety Plans and Behaviour Support Plans and undertake completion of all service specific paperwork with the child/young person and their family.</p> <p>Attend or write reports for multi-agency meetings, including Child Protection Conferences, Core Groups, Child in Need Meetings, Children in Care Meetings and Best Interest Meetings. Confidently raise concerns and safeguarding issues in a multi-agency forum to ensure the best outcome for the child/young person.</p> <p>Maintain and develop effective working relationships with the child/young person and their family, external providers, a range of social care practitioners and colleagues in partner agencies, including Health, Education and the Voluntary Sector.</p> <p>Direct liaison and collaborative working with Site Managers, Head Teachers, transport providers and any other people who may be on site at all venues.</p> <p>Work collaboratively to ensure the on-going effectiveness of support packages.</p> <p>Monitor and report changes to services provided including the identification of new risks.</p> <p>Communicate with social care colleagues and families where there are issues regarding service delivery, until a satisfactory resolution is found.</p> <p>Alert the Co-ordinator to complex and contentious service issues, so that positive and timely action may be taken. Deputise in the absence of the Co-ordinator so that continuity of service can be ensured.</p> <p>Use a range of manual and IT systems to ensure service and departmental needs are met, maintaining the confidentiality of information and the safe storage of children/young people and worker records in line with Data Protection.</p>	25%
4.	<p>Participate in a rota to enable the efficient functioning of a Duty Manager and On Call Out of Hours support service. Respond quickly and appropriately to emergencies, following detailed processes laid down by the department ensuring the principles of safeguarding are followed and concerns are acted upon immediately.</p> <p>Participate in responsibility for the CamPlay email inbox. Respond to all issues and queries in a timely and effective manner.</p>	10%

5.	Act as a member of the training team to support the maintenance and development of the Community Support training programme. Work with colleagues to plan the content of the training brochure for distribution. Oversee administrative tasks required to enable training to take place. Undertake training to enable the delivery of learning and development opportunities for workers and parents as required.	10%
6.	Carry out duties as from time to time may be deemed appropriate to the post including carrying out direct work with children and supporting other teams and services during peak times.	5%