



## JOB DESCRIPTION and PERSON SPECIFICATION

### Support Worker - Neurodiverse Social Interaction Groups

updated: Nov 2021

Please note that this is not an exhaustive document and may change depending on the needs of the organisation. In such an event, any changes will be discussed with employees.

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Support Worker for Neurodiverse Social Interaction groups</b>
<b>Job Purpose:</b>	<p>To provide assistance at an after-school club (Auticulate) for autistic young people aged 8-16 in mainstream schools, supporting members in developing and practising social, communication, and life skills techniques.</p> <p>To provide assistance at an after-school 6-week course, for neurodiverse young people aged, junior 8-11 and senior 11-16, in mainstream school, supporting members developing social communication techniques</p>
<b>Main Locations:</b>	<p>Auticulate - New Hope Community Centre, 95 York Road, Reading, RG1 8DU</p> <p>Social Interaction Groups - Tilehurst Community Centre, 23 The Triangle, Reading, RG30 4RN (this is not a permanent location and is subject to change each term)</p>
<b>Accountable to:</b>	Social Interaction Team Leader
<b>Reporting to:</b>	<b>INTERNAL</b> Colleagues as required (termly meetings) <b>EXTERNAL</b>
<b>Responsible for (staff):</b>	None
<b>Hours per week:</b>	6 Hours (Monday and Wednesday evening 4-7pm)
<b>Weeks per year:</b>	38, term time only
<b>Length of role:</b>	Permanent Subject to: Completion of a satisfactory probationary period; Funding
<b>Hourly Rate:</b>	£12.00
<b>Reviews:</b>	Supervision: As required/requested with a minimum of two formal supervisions annually. Appraisal: Annually <i>During these meetings, Job Descriptions and Person Specifications can be reviewed and amended accordingly according to the changing needs of Parenting Special Children</i>
<b>Training:</b>	Staff will receive full training for their role as part of their induction process.

Attend relevant training/events/conferences as agreed with the Team Leader. Please refer to the Parenting Special Children Employee Handbook for details of reimbursement of expenses incurred.

**Personal and Professional Development:**

Areas identified during Supervision meetings that offer opportunities for Personal and Professional Development will be discussed and acted upon, according to the needs of Parenting Special Children

**Additional:**

To undertake such other duties as may be reasonably requested by Trustees in order to further the objectives of Parenting Special Children.

**Main Tasks and Responsibilities:**

- Provide assistance with online or on-site activities at Auticulate and Social Interaction groups. To work with members in small groups to help them with activities/games and provide positive role modelling.
- To monitor and assist members with off-site activities, including shopping, using public venues and transport and ensuring their safety while undertaking these experiences.
- To provide feedback to the Team Leader concerning the progress and behaviour of members, helping to identify individual progress and ways forward where concerns persist.
- To attend planning meetings (termly) to develop plans for the after-school sessions and generate ideas for activities and outings that will enhance members social and life skills.
- To be prepared to undertake and attend relevant training as identified by the Team Leader
- To undertake other appropriate duties as the Social Interaction Groups and Auticulate should from time to time determine

## PERSON SPECIFICATION

<b>Qualifications:</b>	<b>Essential:</b>	<ul style="list-style-type: none"><li>● GCSE English and Maths</li></ul>
	<b>Desirable:</b>	<ul style="list-style-type: none"><li>● First Aid training or qualification</li></ul>
<b>Experience:</b>	<b>Essential:</b>	<ul style="list-style-type: none"><li>● Working as part of a team and on own initiative</li><li>● Experience of working with young people, particularly neurodiverse young people</li><li>● Evidence of ability to be able to take an active role in all aspects of Auticulate/Social Interaction Groups in relation to creating and running activities, managing behaviour and providing emotional support to our members.</li></ul>
	<b>Desirable:</b>	<ul style="list-style-type: none"><li>● Experience of working in the voluntary/community sector</li><li>● Familiarity with the issues confronting people with learning disabilities and mental health needs, gained through personal contact or experience in a similar working environment</li></ul>
<b>Skills:</b>	<b>Essential:</b>	<ul style="list-style-type: none"><li>● Excellent oral communication skills</li><li>● A willingness to enhance your understanding of Autism and its impact on young people through attending relevant training or personal study.</li><li>● Good team player</li><li>● Adaptable and self motivated</li><li>● Ability to learn quickly about the business and a willingness to learn</li><li>● Able to operate in a confidential environment</li></ul>
	<b>Desirable:</b>	
<b>Personal Qualities and Circumstances:</b>	<b>Essential:</b>	<ul style="list-style-type: none"><li>● Reliable and honest</li><li>● A mature and professional manner</li><li>● Ability to remain calm under pressure</li><li>● Awareness of the pressures upon families who have children and young people with special needs</li></ul>
	<b>Desirable:</b>	
<b>Legal Requirements:</b>	<b>Essential:</b>	<ul style="list-style-type: none"><li>● Meet all the requirements of an Enhanced DBS check</li><li>● Have permission to work in the UK</li></ul>