

Thank you for your interest in working for Time Specialist Support.

We are currently recruiting Specialist Support Workers, primarily across South Manchester, to provide support sessions to children with an autism spectrum condition. Individual sessions are typically 2 to 3 hours and the majority of our sessions are evenings and weekends. We are welcoming applicants who can commit to working: for at least six months, for at least 12 hours per month, including some work at weekends.

Please find below the Specialist Support Worker Job Description along with the Person Specification and Standards, which will help you fill in the Specialist Support Worker Application Form.

Please read through these documents to familiarise yourself with the role's key tasks and skills and refer back to these when completing your application form. Please provide relevant information to support your application, ensuring it reflects your suitability for this role.

We also require a copy of your up to date CV when returning your completed application form.

Please return your completed application form and CV to us as soon as possible. We have an ongoing recruitment programme so once you have completed and returned your application form we can begin the shortlisting process. If successful at interview, training sessions usually happen at least once a month.

If you have any questions, please don't hesitate to contact us at [recruitment@time-specialist-support.com](mailto:recruitment@time-specialist-support.com)



## Job Description – Specialist Support Worker

### Hours

- Minimum of 12hrs per calendar month
- Must be available to work some weekends

### Salary

- £8.00 per hour

### About the role

This is an exciting opportunity to work with children and young people with an autism spectrum condition. We are looking for enthusiastic workers who are familiar with working with young people in a person centred approach.

At times you will be required to work as part of a team, 2:1 or 1:1 supporting young people either within their home environments or within local communities, enabling them to enjoy a positive, fun experience promoting social inclusion to access everyday opportunities and community participation.

Flexibility and availability to work a variety of shifts, mainly after school, evenings, and weekends. Day shifts are available but limited.

### Key Tasks

- To work the minimum of 12 hours per month. Sessions will vary on how long they last depending on the funding that each child and young person is entitled to.
- To support and assist children and young people needs, including their personal, emotional and social needs.
- To use communication that is most relevant and specific to the individual you are supporting.
- To liaise with families to arrange on going sessions and activities and act as a facilitator.
- To give one months' notice of availability to both Booking HR and families and submit by date stated from HR.
- To report to line manager any issues, concerns and incidents that have occurred during sessions.
- To ensure that personal interactions are equitable, supportive and promote independence.
- To support children and young people to maintain safety and security within their home, cars and community.
- To support children and young people to access mainstream activities or specialist groups.
- To support children and young people with activities within their own home environment.
- To attend mandatory training and induction and complete shadowing process (unpaid) as and when required.
- To support the running and organisation of social clubs, play schemes and of events throughout the year that are organised by Time Specialist Support.

### Key Skills

- Understand the challenges that children and young people with autism face
- Build effective relationships with both the young people and their families
- Communicate effectively with the young people, families and Management
- Flexible and creative in offering activities suitable for the young person
- Organised and independent in arranging sessions
- Able to problem solve and show initiative
- Able to use and have access to email on a regular basis

### Desirable

- Full UK Driving Licence with access to a car to take out a child during their session if required. \*  
(Some children struggle with public transport or may not have activities close by)  
\*Valid Business Insurance, along with a check on driving convictions, is required in order to safeguard our children

## Training

Once your application has been processed, you will be invited to attend an initial training session, which includes an introduction to Autism and practical strategies and techniques that may be useful when working with individuals with an autistic spectrum condition. During this session you will also learn more about Time Specialist Support and how the company works and you will undertake an individual interview.

After this, you will take part in two or three shadowing sessions, lasting six hours in total. Here you will work with a young person/child alongside an experienced member of staff from Time Specialist Support. This is a great opportunity to meet some of the individuals that we support on a weekly basis but also an opportunity to ask any questions or concerns that you have related to your job role. During this time you will see how staff will liaise with families and facilitate future sessions.

There will then be a follow up training session about a month after the initial training.

Throughout the year, we may put on specific training days and events, which you will be invited to attend. Training is an important part of your development as a support worker, to ensure that we, as a service provider continue to provide a service within the local and national legislation, but also that we continue being a specialist provider.

## Further Requirements

### Disclosure and Barring Service Check (previously known as CRB)

You must have a current valid Enhanced DBS check when working with vulnerable children. We can provide you with an Enhanced DBS check which will cost you £60.00. However, once you have completed your first 50 hours, you will be refunded £30.00. After a further 50 hours, you will receive the final £30.00.

**PERSON SPECIFICATION: SPECIALIST SUPPORT WORKER**

Category	Essential	Desirable
Values	<p>Commitment to the provision of high quality</p> <p>person-centred support to empower children with autism and/or other disabilities.</p> <p>Understand the importance of choice and rights for children</p>	
Previous Experience	Being able to work alone	<p>Current or previous experience of supporting/caring for children/young in a paid capacity.</p> <p>Enabling children/young people access new experiences</p> <p>Working within a team.</p> <p>Behaviour management</p> <p>Basic understanding of the autism spectrum</p>
Knowledge	<p>Basic knowledge of the needs and rights of children/young people</p> <p>with a disability and an understanding</p> <p>of the issues which people may face.</p>	Knowledge of Health and safety and Risk assessment
Skills	Communicate effectively and sensitively with	Able and interested in using IT to support

	<p>different people in all situations.</p> <p>Good standard of written English.</p> <p>To be able to report and record accurately.</p> <p>Support children/young people in a creative way that respects choice, dignity, respect and privacy.</p> <p>Form and maintain effective working relationships with children/young people, alongside their families, colleagues and partner organisations</p> <p>Complete and maintain accurate written records and follow policies and Procedures.</p>	<p>alternative communication methods</p>
<p>Equal Opportunities and diversity</p>	<p>Awareness of and commitment to promoting equal opportunities for all</p>	<p>Training and qualifications in related subjects such as health and safety and communication methods</p>

Training and development	Willingness to undertake training as required and to learn and develop new skills	
General	Able to work flexibly to meet the needs of individuals, the service and Time Specialist Support. Confident to work alone. Have a positive outlook.	Car owner insured for business use and a current driving licence

## **Standards**

### **Key points for employees:**

#### **DRESS CODE:**

It is expected the support workers will dress appropriately for their sessions. As we are involved in play times with children, being dressed casually is acceptable. However, the clothes still need to be suitable for working with children and the fact that you may have to do physical activities. This means:

Your clothes should be comfortable, safe and weather appropriate.

No flip flops or high heels should be worn but gym shoes, trainers or other sensible shoes are fine.

No flimsy, see through or clothes that are too revealing – we must think of the different cultures of our children and many parents would not approve of inappropriate clothing.

Also if you have long hair it would be advisable to tie it back so it is not tempting pulling!

No long hanging earrings unless you are certain all people you are supporting that day will not pull them, wear at your own risk.

Reasonable adjustments must be made for disabled people when dress codes are in place.

#### **PERSONAL HYGIENE:**

Workers are in close contact with children, parents and fellow staff members while at work and are expected to practice good hygiene.

This includes:

showering regularly, brushing teeth regularly, and non- perfumed deodorant. Support workers should ALWAYS avoid strong smelling cologne and perfume as many people with autism find it overwhelming to their senses.

If employees do not comply with the standards it may result in a discussion with the office team to address this.

#### **RELIABILITY:**

You must always inform either the office or your families if you cannot make a session. If it is a matter of lateness, please keep the family (and your co-worker where appropriate) informed. It is part of providing a professional service and if you are continually late it will need to be addressed.

#### **CO-OPERATION:**

We expect you to accept any new policies and procedures that are put into place and use them accordingly.