

# **Play Alloa**

## **Sessional Staff**

### **Recruitment Pack**



**Scottish Company Number: 379003**  
**Scottish Charity Number: SCO 23344**

# Play Alloa's Vision, Mission, Philosophy and Values

## Our Vision: [Our Overarching Purpose](#)

Play Alloa's vision is to be a Centre of Excellence in the provision of creative play, social opportunities, and support services to children and adults with disabilities and additional support needs and their families and carers.

'Centre of Excellence' based on:

- Maintenance of our Care Inspectorate registration and positive Annual inspection ([External Evaluation](#))
- Having Internal Evaluation procedures in place based on the organisations strategic plan ([Internal Evaluation](#))
- Maintenance of a high quality service unique to the Central Belt, based on all Evaluation reports, ([Service Delivery](#))
- Having demonstrable plans to sustain and develop services ([Strategic Review](#))
- Having a clear and demonstrable Financial Plan/Procedures ([Finance](#))
- Have the capacity to disseminate and share good practice ([External Training](#))
- Maintaining a consistent level of qualified, well trained and experienced staff ([Staffing](#))
- Willingness to engage in partnership/network activity that develops inclusion and adds value to our community ([Research and Development](#))

## Our Mission Statement: [Breaks down Vision into a clear statement which clarify our organisational aims](#)

Play Alloa provides a creative, life-enhancing range of play and social opportunities for children and adults with disabilities and ASN and, in doing so, strengthens their ability to achieve their full potential. We provide parents and siblings respite from their caring role and support to the whole family through information, peer support and improved respite opportunities. We provide our service users with effective life skills and experiences which will enhance their life and will develop the concept of early intervention, transition, inclusion and a sense of community. Play Alloa forms an integral part of the local community, effectively contributing by providing employment, voluntary opportunities, work experience, developing life skills for the future and promoting inclusion via our unique service.

## Our Philosophy: [What we believe](#)

By providing the opportunities for a child/adult to relax, have fun, be themselves and make informed choices regarding their own play/social experience, in a non-judgemental and supported environment, we can increase confidence and self esteem enabling participation in more mainstream activities. Although we acknowledge and understand the variety of disabilities and ASNs, we do not concentrate on the condition, we concentrate on the individual.

All our work comes from our belief that children and adults with disabilities and ASN have a right to diverse and quality play and social opportunities. We believe that play/social contact has a critical and positive role in nourishing their physical and emotional well being, and shaping their personal growth. We believe that given appropriate and individualised play/social support our children and adults can develop the confidence, self esteem, self reliance and independence to fulfil their own potential, and live as rounded individuals. By valuing the rights of the child to play and the adult to socialise, we believe that we provide parents/carers and siblings with a respite opportunity that provides them with positive time away from a demanding caring role and lessens their daily pressures.

## **Our Values: How we behave**

In relation to the statement above we will operate with the following values:

- **Unity of purpose:** we are all united in a shared responsibility in fulfilling our mission.
- **Diversity, dignity and respect:** we recognise and celebrate diversity and view this as a strength, both in relation to what we bring to our community as an organisation and what our children and young people offer the community.
- **Family values a priority:** we respect the rights of the family to expect a quality of care which is similar to their own values base and we undertake to be a second family to the children and young people in our care.
- **Our employees are valued assets:** we aim to develop our staff both personally and professionally and ensure that they are nurtured.
- **Responsiveness:** we aim to provide a professional and quality service in response to the needs of our children and young people and their parents.
- **Accountability:** we aim to achieve our mission by being transparent and accountable to all our stakeholders.
- **Continuous Development:** we aim to encourage and challenge everyone who is involved with Play Alloa to enhance their outlook, experiences & opportunities as a result of their interaction with us

## **Play Alloa**

Play Alloa is the leading provider of play and social opportunities for children and adults with disabilities and additional support needs (ASN) across Clackmannanshire and the Central Belt. The organisation was founded in 1992 and operated as an unincorporated organisation, gaining charitable status in 2005 and company status in 2010. The organisation has grown steadily and now employs a Project Manager, a Clerical Officer, a Finance Officer, a Development Officer and around 25 Sessional Staff dedicated to providing a range of creative and experiential play and social opportunities and sessions.

We currently support over 140 children and adults with no upper or lower age limits, covering a wide range of disabilities and ASN. Play Alloa is registered with the Care Inspectorate and the Scottish Social Services Council (SSSC).

## Organisational Aims

1. to provide a range of opportunities where children/adults can play and socialise in an age appropriate and inclusive way
2. to offer respite and support to families and carers
3. to provide valuable voluntary and work experience opportunities for the carers of tomorrow
4. to increase awareness of disability issues and promote the development of life skills, social inclusion and understanding in the wider community

## Play Alloa Service users

Play Alloa has over 140 service users. Our service users have a wide range of ASN including Downs syndrome, hearing impairment, learning difficulties, cerebral palsy, autistic spectrum disorder, chromosome disorder, epilepsy, cerebral palsy, severe developmental delay, genetic disorder and general behavioural difficulties. Current prevalence rates suggest:

- 1 child in 100 is likely to live with autism spectrum disorder
- 1 child in 242 will live with epilepsy
- 1 child in 50 will have a mild to moderate learning disability
- 1 child in 250 will have a profound learning disability
- With current residential growth being experienced throughout Clackmannanshire and Forth Valley wide, these statistics point to a rise in our client group.

## Play Alloa Services

Play Alloa places the needs of our children and adults at the centre of our service. By providing creative and experiential learning for children and adults we build cognitive skills, improve socialisation and increase confidence and self-esteem - all of this contributes to happy and healthy children and adults.

We offer parents and carers short term respite from a full time caring role. This is essential to the mental and physical health of parents/carers allowing them to recharge their batteries and spend some quality time with other family members. Play Alloa Services are provided throughout the year although some sessions are provided term time only. There is currently a requested £3-£5 donation for most of our services. Staffing levels are set according to the needs of the young people involved on the basis of 1:1, 1:2 or 1:3 ratio. The following table outlines what is provided by Play Alloa.

Based on Organisational Aims our day to day service delivery aims are:

- to provide a varied range of fun, stimulating and educational play and social opportunities within a professionally managed and caring environment for children and adults with disabilities and ASN.
- to promote equal access to play and social activities for all children and adults with disabilities and ASN.
- to provide respite - from the stress and other related problems experienced by parents, guardians or carers of children and adults with disabilities and ASN.
- to maximise opportunities, and to work in partnership with other agencies,
- to encourage inclusion of children and adults within mainstream play and leisure activities.
- to ensure that the children and adults attending Play Alloa have a great deal of fun and enjoyment.
- to provide appropriate and supported volunteering/employment/work experience opportunities for individuals with a view to developing work/social skills

# The Operating Environment

## Local Context – Council Area Profile

Play Alloa is based in Alloa within the Clackmannanshire Council area. Clackmannanshire is the smallest mainland authority in Scotland with a population of 49,900 living in a number of towns and villages covering 159 square kilometres. Clackmannanshire shares its borders with Stirling, Falkirk, Fife and Perth & Kinross. The 2006 Scottish Index of Multiple Deprivation (SIMD) identifies 14.1% of Clackmannanshire's population as living in 10% of the most deprived council wards in Scotland. The following snapshot captures a number of the key development trends for the area;

The number of severely deprived areas within Clackmannanshire has been increasing and a high proportion of its area is now among the most deprived in the country.

The population of Clackmannanshire has increased by 3.0% since 2000, while overall Scotland's population has increased by 0.06%.

The claimant count unemployment rate in Clackmannanshire is 3.2% which compares with the Scottish average of 2.6%.

The percentage of Clackmannanshire's population under the age of 16 is 19.1% which compares with Scotland's figure of 17.8%. This population figure of approximately 11,000 children is set to grow.

The population projections show a rise in the Clackmannanshire population from 48,900 in 2006 to 51,365 in 2018 then a further increase to 53,245 by 2031. A population increase of almost 9% by 2031. This compares to an expected 5% increase for Scotland's population over the same period.

The recent completion of 3 new secondary schools has provided state of the art facilities for pupils and the wider community.

The opening, in November 2008, of the Clackmannanshire Bridge has encouraged greater economic growth through improved transport links.

The Stirling Alloa Kincardine rail project reopened 21km of disused rail lines increasing passenger numbers through Alloa by 400,000

Within this wider area context there are a number of planning and policy mechanisms in place to promote service delivery to key client groups including the Community Planning Partnership and the Community Learning and Development Committee.

## **Our external stakeholders**

Our unique selling point is that we are the only organisation in Clackmannanshire offering the range of services that we do. Some parents access other services specially designed for ASN, however there are no other like-for-like play services in the county. Parents/Carers use respite services from organisations such as Crossroads, Independent Living Services and Tayavalla, and some parents accessed sports related facilities such as the Disability Riding School. PLUS, an organisation offering similar services currently Stirling based, are beginning to show an interest in Clackmannanshire. We do not view these organisations as competitors but we do see benefits from closer contact in order to act as a sign posting/referral service.

We have good relationships with national organisations such as the national support and intermediary organisations for specialised conditions represented in our client group (the National Autistic Society, Down's Syndrome Scotland, Inclusion Scotland, Capability Scotland, Epilepsy Connections etc) and over recent years we have developed good relationships with organisations like Play Scotland and Contact a Family Scotland.

# Job Description: Sessional Worker

**Post:** Sessional Worker

**Place of Work:** Play Alloa Base, 19 Broad Street, Alloa

**Responsible To:** Session Coordinator

## Purpose of Post

To deliver a range of high quality, creative, play and social opportunities for children, teenagers and adults with disabilities and additional support needs, with a view to raising confidence, self-esteem and resilience.

**Contract Basis:** Casual

**Hours:** Varied

**Rate of Pay:** £8.87ph

**Pay Frequency:** Monthly as applicable

## Duties and Responsibilities

### Key Areas

1. Session Delivery
2. Service Development
3. Staffing
4. Quality Assurance

### 1. Session Delivery

To deliver individual Play Alloa Sessions (as appropriate) under the direction of the Session Coordinator:

- To provide a range of creative and inclusive play/social opportunities
- To ensure a safe, secure and healthy environment

Including:

- Delivering a quality Session
- Supporting Service Users of all abilities in choosing, resourcing and planning their own activities
- Resourcing Play Spaces as required
- Rotating toys and equipment
- Ensuring Staff:SU ratios
- Adhering to all Play Alloa Policies and Procedures eg. confidentiality, social media, child protection, H&S etc
- Delivering Personal Care/Toileting
- Raising incidents and concerns
- Participating in post-session reviews
- Maintaining consistent folders/Service User Record Books/Reports
- Maintaining Floor Books, session notice boards
- Managing Deep Clean, waste materials, general cleans
- Ensuring Health & Safety incl. Normal Operating Procedures/Food Hygiene/Fire Safety etc
- Undertaking additional tasks as required

## **2. Service Development**

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## **3. Staffing**

- Supporting Volunteers

## **4. Quality Assurance**

- To participate in regular internal QA system within Sessions
- To update risk:benefit assessments as required
- To ensure that activities are carried out within an equal opportunities framework
- To ensure that activities are carried out within the playwork principles
- To ensure that activities are carried out within Care Inspectorate/SSSC Guidelines
- To ensure that all sessions adhere to statutory requirements

*NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.*

# Person Spec: Sessional Worker

Attributes	Essential		Desirable	
<b>QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Qualified to SSSC Support Worker Level or working towards</li> <li>• Ability to commit/take responsibility for their own personal learning and development and to participate in any training as appropriate</li> <li>• Registered/Registerable with SSSC</li> </ul>	Application Form Interview References	<ul style="list-style-type: none"> <li>• MIDAS Driving License</li> <li>• Current Paediatric First Aid Certificate</li> <li>• Current Food Hygiene Certificate</li> </ul>	Application Form Interview/Evidence based
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Working in a care or play setting</li> </ul>	Application Form Interview References	<ul style="list-style-type: none"> <li>• Experience of working alongside volunteers</li> <li>• Working with individuals with disabilities and /or additional support needs in a group setting</li> <li>• Developing life skills with children, teenagers and/or adults with disabilities/ASN</li> </ul>	Application Form/Interview
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Ability to communicate well with different groups both orally and in writing</li> <li>• Good report writing skills</li> <li>• Good PC/IT Skills</li> <li>• Knowledge of social inclusion practices, childrens rights</li> </ul>	Application Form Interview References	<ul style="list-style-type: none"> <li>• Working knowledge and awareness of other agencies/organisation with similar client group/aims</li> <li>• Hold a current/clean driving license with business insurance</li> </ul>	Application Form Interview/Evidence based
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• A commitment to the development and care of children, teenagers and adults with disabilities and additional support needs</li> <li>• A commitment to equality of opportunity</li> <li>• An understanding of the need for confidentiality and sensitivity</li> <li>• Adaptable and able to work on their own initiative and as part of a small team</li> <li>• Ability to manage own work load under pressure</li> <li>• Ability to build relationships with children, teenagers and/or adults with disabilities</li> <li>• Flexible, approachable, enthusiastic and creative</li> </ul>	Application Form Interview References		