Holiday Programme Carer

Position Description

Last Updated: **October 2026**

Children's Worker Status: This position is a core children's worker role for the purposes of the Children's Act 2014.

Purpose of the Role

At AEW, our programmes focus on support, inclusion and safety. We take a neuro-affirming approach, recognising neurodiversity and supporting autistic children and young people in ways that value who they are.

The Holiday Programme Carer supports the safe and positive participation of children and young people by providing supervision, care and support based on their individual needs. This may include one-to-one support where required.

Carers work as part of the programme team under the direction of the Programme Lead, with support and guidance from Senior Carers.

This role does not involve therapy or clinical intervention.

Key Responsibilities

Area	Responsibilities
Child Supervision & Support	Provide day-to-day supervision, care and support for children and young people attending the programme.
	Provide one-to-one support where required.
	Understand and follow the agreed support information, strategies and safety requirements for the participants you are supporting.
	Support participants to engage in activities based on their individual needs, interests and abilities.
	Support routines including transitions, meals, toileting where appropriate and sensory regulation.
	Maintain a calm, respectful, neuro-affirming and supportive approach.

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Programme participation	Participate actively in programme activities and support participants to engage in ways that work for them. Assist with programme setup, pack-down, activities and transitions throughout the day. Follow programme plans, routines and agreed approaches. Be flexible and responsive to changing participant and programme needs.
Teamwork & Communication	Work collaboratively as part of the programme team. Follow reasonable direction from the Programme Lead and guidance from Senior Carers. Communicate relevant information with other staff to support safe and consistent care. Seek guidance or support when unsure, when circumstances change, or when additional support is needed. Communicate clearly and respectfully with participants, families and other programme staff. Provide parents or caregivers with a useful handover at the end of the day, including how the participant's day has gone, activities or experiences they enjoyed, and any wellbeing, behaviour, safety or support matters they should know about. Refer significant or sensitive matters to the Programme Lead where appropriate.
Safety, Safeguarding & Escalation	Help maintain a safe environment for participants, staff and others. Monitor the wellbeing and safety of the participants you are supporting. Use agreed strategies to support behaviour, regulation and wellbeing. Raise concerns about a participant's safety, wellbeing or support needs with the Programme Lead or Senior Carer as soon as possible. Report incidents, accidents and near misses as required and provide accurate information for programme records. Follow AEW Health & Safety, Child Protection, Code of Conduct and safeguarding requirements.
Preparation & Participation	Attend required briefings, training and planning sessions. Make sure you understand relevant participant support needs information and programme requirements before providing support. Follow AEW policies, procedures, agreed processes and the Holiday Programme Operations Manual. Maintain appropriate professional boundaries at all times

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Reporting & Relationships

Reports to: Programme Lead

Works alongside: Senior Carers, other Carers and the wider programme team

Person Specification

Essential

- Neuro-affirming, respectful and child-centred approach.
- Previous experience caring for, supervising or supporting children or young people.
- Calm, reliable and able to respond appropriately in a busy programme environment.
- Able to follow participant support information, programme plans and agreed approaches.
- Able to communicate appropriately with participants and their families or caregivers.
- Willing to learn, seek guidance and work as part of a team.
- Strong communication and teamwork skills.
- Able to maintain appropriate professional boundaries.
- Able to meet and continue to meet all safety checking and suitability requirements that apply to a core children's worker role.

Desirable

- Experience supporting autistic children or young people, or children with additional support needs.
- Experience working with children or young people in a group setting such as a school, camp or programme.
- Understanding of behaviour as communication.

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