



SESSIONAL WORKER – Play and Youth Services

JOB DESCRIPTION

Accountable to:	Team Managers and Service Managers
Main Objectives:	<p>To provide access to play and youth activities for children and young people with and without disabilities aged 6 months to 18 years on our group based after school and youth clubs, weekend activities and holiday schemes.</p> <p>To ensure that all our services continue to be carried out smoothly and in the best interests of the children and young and their families who use our services.</p>
Limits of Authority:	To work within agreed budgets and policies and procedures of both the Westminster Society and the individual services.
Terms & Conditions	All sessional workers sign a terms and conditions agreement with the Society which sets out that you will be engaged on an 'as and when basis' and will be offered shifts depending on your skills, experience, needs of the service and the availability of work. You will be expected to attend essential training to keep your skills and knowledge up to date and meet our statutory requirements.
Pay	The Society salary scale for Sessional Workers is £9.79 per hour. The hourly rate includes payment for annual leave.

KEY AREAS OF WORK:

CHILDREN, YOUTH AND FAMILIES

- To provide direct hands on work with children and young people with and without disabilities in specialist and inclusive early years and play, youth activities
- To develop positive relationships with children and young people, their parents and carers and families and liaise with them in accordance with the service practice.
- To support children and young people to access care, education, informal learning, play and a range of fun and enjoyable short break opportunities,

experiences and social activities which help them develop their full potential as individuals: developing their communication skills and maximizing opportunities for choice and independence.

- To be familiar with children's individual needs and abilities and ensure you are aware of their profiles and risk assessments.
- To support families by offering high quality inclusive and specialist services and by working within 'a one team' approach.
- To provide high quality care and personal support that meets individual needs and takes account of ensuring that individual identity is respected, maintained and enhanced.

HEALTH AND SAFETY

- To ensure the wellbeing of children and young people and families through maintaining high standards of health, safety, and hygiene.
- To support children and young people with their personal care and specific health needs including feeding, toilet changing and administration of medication when required and with appropriate training given.
- To ensure Safeguarding and Health and Safety Policies and all other policies, procedures and guidelines are adhered to.
- To maintain a working knowledge of Safeguarding and an understanding of how this applies to your role and an understanding of Ofsted standards and any other relevant legislation with regard to reporting.
- To ensure the general wellbeing, safety and security of everyone who uses the service by continually assessing risk and following up on issues and concerns

ADMINISTRATION AND FINANCE

- To ensure petty cash / mobile phone procedures are maintained, instructions are observed and budget limits are adhered to.
- To maintain and update paper and computer based records in line with the Society's policies and legal requirements.
- To complete other administration tasks including letter and report writing at the instruction of a Society manager.

TEAM

- To develop positive working relationships with team members in any service where you work and to carry out work in a way that provides support and encouragement to all team members.
- To work within the policies and procedures of each service.
- To participate in shift planning, handover and team meetings as appropriate to ensure good communication and support within the team.
- To share information within the team, within the bounds of the Society's confidentiality policy

PERSONAL AND PROFESSIONAL DEVELOPMENT

- To manage own time effectively and complete all responsibilities of a shift or support session.
- To attend support meetings, reflect on feedback given and use feedback to improve own work.

- To attend training and development opportunities at the request of the relevant manager

EQUAL OPPORTUNITIES AND DIVERSITY

All Westminster Society employees are expected to work individually and collectively to promote a constructive and sensitive approach to working with others from a variety of cultures and backgrounds where the work of others are valued and respected; all employees are expected therefore to carry out their tasks within the terms and intention of the Society's Diversity, Core Values and Confidentiality Policies, the Employee Code of Conduct and in accordance with meeting Ofsted standards.

- To provide activities which reflect the cultural diversity of the children and young people and their families and offer multi-ability opportunities.
- To enable children and young people with and without disabilities and their families to access inclusive opportunities that are appropriate to their needs and wants.

In order to deliver services effectively a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to the above. Such duties, however, will fall within the scope of the post.

PERSON SPECIFICATION

Qualities	Essential	Desirable	Assessment Criteria
Education	1. Ability to complete written work that will include basic maths and English	NVQ 3 in Early Years, Education, Play, Youth or Childcare	Application form and assessment centre
Experience	2. Experience in a paid or voluntary capacity of working with/supporting children or young people with and without disabilities aged 0 to 18 including play and youth work	Experience of working with or supporting parents, families and carers Experience of driving in busy city traffic and willingness to learn to drive the Society's minibuses	Application form and production of documents if a driver
	3. Experience of supporting children and young people with their social and emotional development and following up on issues raised	Experience of early years, play or youth work settings	Application form and assessment centre
Skills	4. An ability to communicate in a professional manner with a variety of people including children and young people, their families, teams and other professionals.		Application form and assessment centre
	5. Ability to safely perform manual handling tasks that may include using wheelchairs and hoists. Willingness to support children and young people with intimate personal care including toileting and feeding		Application form and Occupational Health
	6. Ability to quickly adapt to working with new teams and environments, pick up routines and procedures and use initiative		Application form and assessment centre

Knowledge	7. Ability to apply equality of opportunity and the Society's statement of values in all areas of service provision, including to colleagues, families and children and young people who receive a service from us.		Application form and assessment centre
	8. Awareness health and safety and ways to reduce risks		Application form and assessment centre
	9. An understanding of Safeguarding and ways to apply		Application form and assessment centre
Motivation/ Disposition	10. Absolute reliability. Excellent timekeeping		Application form
	11. Commitment to developing own skills and learning through receiving support from managers, reflecting on feedback and attending learning events		Application form and, Assessment Centre
	12. Positive approach and desire to work with children and young people with and without disabilities in a non-judgmental and person centred way, providing inclusive and high quality opportunities and using a 'whole family' approach		Application form and assessment centre

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