

BCP COUNCIL JOB DESCRIPTION

SERVICE UNIT: Children, Young People & Learning
JOB TITLE: Sessional Worker
REF NO: DP2741
GRADE: JNC Support Worker Range 7 - 10
CONDITIONS OF SERVICE: JNC for Youth & Community Workers
Casual Hours
RESPONSIBLE TO: Team Manager BCP SHORT BREAKS Team
LINE MANAGED BY: Short Breaks and Sessional Work Lead

MAIN PURPOSE

- Undertake specific pieces of work relating to early intervention for children/young people who are either disabled or disengaged from their community, professionals or school.
- Provide targeted support to children/young people, their parents and carers, enabling them to achieve specific outcomes.
- Support children/young people who are disabled on Short Breaks holiday activities run by the Borough.
- Escort young people on various activities, helping and encouraging them to engage within the local community and develop their self esteem.

MAIN RESPONSIBILITIES

1. Carry out a range of delegated tasks relating to the support of children, young people and families. e.g. assisting with Short Breaks holiday sessions (This might also include responsibility for opening up a venue and greeting artist/providers, parents, children/young people), supporting children/young people with disabilities to access activities to develop their full potential, befriending and helping them to engage more in their community, direct work with parents or carers.
2. Offer focused and time limited interventions to assist children/young people and families to achieve intended outcomes.
3. Work to BPC policy and guidelines on safety, lone working, managing diversity, confidentiality, etc.
4. Work in partnership with the children/young people and families to support them to develop life skills to maximise opportunities for choice and independence.
5. Deliver activities appropriate to the individual being worked with and according to the plan of work agreed and monitored by the Lead Professional.
6. Work in a non-discriminatory way that shows respect for individuals regardless of background, race, religion, culture, disability, sexual orientation etc.
7. Act as a positive role model for a young person. Assisting them to meet outcomes as agreed by the Lead Professional, e.g. enabling them to engage in activities within their local community.

8. Communicate with children/young people and their families in a positive, encouraging and non-judgmental manner.
9. Report back any concerns you have about the child/young person including those of a safeguarding nature to the Lead Professional and/or the Sessional Work Lead.
10. Work a range of hours, including evenings, weekends and school holidays, but to suit your availability
11. Where appropriate insurance cover is held, transport children and adults in own vehicle.
12. Produce written case recordings on all work undertaken and where required, contribute to reports or assessments.
13. Attend training and supervision as is appropriate to conduct the role of a Sessional Worker and attend group sessions with other Sessional Workers.
14. To undertake such other duties as may be required from time to time commensurate with the level of the post.
15. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

Amended by: Jessica Jackson

May 2022

PERSON SPECIFICATION

ATTRIBUTES & CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Work with children and/or young people in a paid or voluntary setting. • Work with children and/or young people with disabilities (experience of working with adults with disabilities considered) • IT literate – experience of using Microsoft applications, eg Word, Outlook etc or similar packages. 	<p>Desirable</p> <p>Desirable</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<p>QUALIFICATIONS / TRAINING</p> <ul style="list-style-type: none"> • No specific qualification required though qualification relating to working with children would be an advantage e.g. NVQ in Childcare, NNEB, Teaching or Youth Work qualification, etc. 	<p>Desirable</p>	<p>Application Form</p> <p>Certificates</p>
<p>APTITUDES / ABILITIES</p> <ul style="list-style-type: none"> • Able to communicate with different age groups, parents, professionals etc. • Able to work directly with children, young people with challenging behaviour/who are disengaged, and with their parents or carers • Able to work with minimal supervision. • Able to produce written records in a timely manner. • Able to produce electronic records in a timely manner. • Able to work with professionals to an agreed plan. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>Reference (Written exercise)</p>
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Safe working practices • Child protection/safeguarding • Child development • Effective parenting practice 	<p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Application Form</p> <p>Interview</p>
<p>ATTITUDE / MOTIVATION</p> <ul style="list-style-type: none"> • Commitment to meeting the needs of children and young people • Respect for the individual regardless of background, race, religion, culture, disability, etc. • Willing to work outside normal office hours. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p>
<p>OTHER FACTORS</p> <ul style="list-style-type: none"> • Ability to travel around the BCP area in an agreed timely manner • Enhanced Disclosure and Barring Service Check 	<p>Essential</p> <p>Essential</p>	<p>Application form</p> <p>Interview</p> <p>Driving Licence</p> <p>Satisfactory DBS Disclosure</p>

