



Role Profile

Job Title: Sessional Worker	Grade/ Level: L	Post Number: S00005701
Directorate: Children, Families & Community Health	Job Family: FISS	Date Prepared: February 2019 Date Reviewed: November 2022

Role reports to: Parenting Hub Coordinators

Job Purpose:

Children are rewarding and great fun but parenting children can seem a difficult and lonely job at times.

The purpose of the Family Intervention Support Service (FISS) is to offer support to children, young people and families at the earliest opportunity. The Parenting Hub team are part of FISS.

The Parenting Hub focuses on supporting parents of children and young people aged pre-birth – 18 years across a wide range of parenting challenges. These might include ASC/ADHD type challenges/behaviours or behaviours linked to anxiety or trauma, support to put boundaries and routines in place or to reconcile differing parenting styles. The Parenting Hub also works with families affected by alcohol issues, domestic abuse or have complex family needs. Interventions aim to enable parents to build good, healthy relationships with their children and to use positive and assertive behaviour support strategies to help children to develop.

The Parenting Hub are responsive to the needs of parents and families by offering a range of evidence based nurturing and parenting programmes in venues across Swindon. Some programmes are supported with a crèche facility.

The Parenting Hub also facilitates a number of group sessions for babies and young children from pre-birth to five years of age and their parents/carers. These include groups for families where children have additional needs, groups for fathers, sessions to support children's early communication, social and emotional development, positive attachments and structured play opportunities for parents and children to learn together whilst helping children get ready for moving on to school.

The post holder will be required to support the work of the Parenting Hub, with a primary role in supporting group parenting sessions and programmes, Stay and Play groups and crèche facilities.

Our work involves close liaison and joint work with other service providers as part of an integrated service for children and their families.

This post is not fixed hours or full time, work will be offered on a sessional basis as and when required to meet the needs of the business.

Key Accountabilities:

- To run selected groups across Swindon attended by parents, carer's and their under 5s.
- To run crèches on behalf of Swindon Parenting Hub.
- To support the delivery of evidence based parenting groups across Swindon.
- To plan, set up and put away play equipment and resources safely, ensuring it is put away in the correct place and appropriately cleaned.
- To refer any concerns regarding parents and/or children to your reporting manager.
- To undertake and record room sweeps for hazards prior to groups/crèches starting.
- To ensure completion of daily attendance registers and registration forms.
- To encourage participation and appropriate use of group volunteers.
- To prepare snack when required for groups.
- To attend meetings as required (on a paid basis).
- To give minor first aid as required.
- To take reasonable care for the health and safety of yourself, colleagues and families attending groups in accordance with the Centre Health and Safety Policy.
- Safeguarding vulnerable children and parents, using the identified reporting process.

Knowledge and Experience:

- Experience of working with children, preferably with qualifications equivalent to at least Level 2.
- Ability to communicate effectively with children, young people, parents and carers.
- An understanding of safeguarding children and families.
- An understanding of the physical, emotional and social needs of children/young people and their development.
- An understanding of the impact of poverty, oppression and discrimination on families and of issues that families, children and young people experience.
- An understanding and knowledge of relevant legislation, guidance, policy, procedures and a working knowledge of good childcare practice.
- Experience of independent working.
- A willingness to undertake training, as identified.

Decision Making:

- Works from instruction and independently.
- Risk assess at the beginning of each activity and refer any concerns to The Play Leader or Parenting Hub Coordinator.
- Ensure that any identified personal training needs are discussed with your line manager.
- Work within the prescribed role and within written agreements.
- Follow policy and guidance in relation to reporting and recording safeguarding concerns.

Contacts and Relationships:

- Report to the Supervisor for Volunteers & Sessional Workers as directed, keeping them informed.
- Communicate with families of children and young people.
- Internal colleagues and peers across all disciplines

Creativity and Innovation:

- To facilitate imaginative and creative activities which engage and promote learning.
- Good interaction with children, enjoys playing.

Emotional Demands:

- Safeguarding
- Listening to concerns of families or noting children's behaviours and feeding back to relevant member of staff.

Job Specific Competencies:

- Ability to follow instructions
- Good communication skills, both oral and written
- Initiative
- Person centered approach
- Time management
- Ability to work as an individual and as part of a team/group
- Problem solving
- To attend meetings, including training sessions
- Full driving license or equivalent mobility

The post is Exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced CRB Disclosure and/or ISA Registration.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Safeguarding – Children and Vulnerable Adults

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: