



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Sessional Worker	<b>Grade/ Level:</b> L	<b>Post Number:</b> POS00005379
<b>Directorate:</b> Children, Families and Community Health	<b>Job Family:</b>	<b>Date Prepared:</b> Updated May 2018 Updated April 2012 Original September 2009 ED1243

**Role reports to:** Short Breaks Development Manager.

### Job Purpose:

The Aiming High Short Breaks Team support Children and Young People (0 – 18 years of age) with a variety of disabilities. These may include Autistic Spectrum Disorders, Hearing and Visual Impairment, Learning and Physical Disabilities, Challenging Behaviour and Complex Health Needs.

Aiming High enable Disabled Children and Young People to access various group activities in a safe environment; broadening their opportunities to access social groups similar to their peers, develop positive relationships with others, promoting their well-being while having fun. These groups are supported by a pool of Session Workers during evening, weekends and school holidays.

The primary role of the Sessional Worker is to ensure that the Children and Young People have the appropriate support and are safe at the various groups. This is achieved by Session Workers understanding and meeting their needs. The level of support required can vary and may include one to one to support.

### Key Accountabilities:

- To undertake activities with disabled children and young people, individually, in groups and in the community.
- To be an enthusiastic and motivated Sessional Worker who works as part of a team.
- To assist the Aiming High Coordinator in communicating with disabled children/young people in a wide variety of inclusive play and social opportunities.
- To support the Aiming High Coordinator in planning and monitoring activities that foster development.
- To be fully aware of the child/young person's disability/impairment and support needs.
- To provide support to enable the child/young person to fully access and participate in the activities of their choice.
- To understand and meet the needs of the child/young person, which may include providing personal care.
- To be responsible to the Aiming High Coordinator.
- To assist the Aiming High Co-coordinator and other workers with administration tasks e.g. registration forms, logbooks, consent forms etc.
- To liaise with parents regarding any questions/queries.
- To attend any relevant training requirement.
- Any other duties as may reasonably be required by the Aiming High Coordinator.

<b>Supplementary Accountabilities:</b> None	
<b>Job Scope:</b> Number and type of jobs managed: Typical tasks supervised/allocated to others: N/A	<b>Job Scope:</b> Budget:  Assets:

<p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• Basic education to GCSE standard or equivalent or compensatory experience.</li> <li>• Awareness, knowledge and experience of working with disabled children and young people in one of the following areas: <ul style="list-style-type: none"> <li>○ Autistic Spectrum Disorders</li> <li>○ Learning Disability</li> <li>○ Physical Disability</li> <li>○ Visual and/or Hearing Impairment</li> <li>○ Complex Health Needs</li> <li>○ Attention Deficit Hyperactivity Disorder – including challenging behaviour</li> </ul> </li> <li>• Ability to communicate effectively with disabled children, young people, parents and carers.</li> <li>• Ability to assist in the planning of activities.</li> <li>• An understanding of the discrimination that disabled children and young people experience</li> <li>• A willingness to undertake training, as identified.</li> </ul>
<p><b>Decision Making:</b></p> <ul style="list-style-type: none"> <li>• Ensure that any identified personal training needs are discussed with your line manager.</li> <li>• Work within the prescribed role and within written agreements</li> <li>• If you have concerns about a child’s welfare inform the Aiming High Coordinator or the Emergency Duty out of hour’s service immediately.</li> </ul>
<p><b>Contacts and Relationships:</b></p> <ul style="list-style-type: none"> <li>• Report to the Aiming High Coordinator as directed, keeping them informed.</li> <li>• Provide written reports of the work undertaken, as requested, by the Aiming High Coordinator.</li> <li>• Communicate with families of children and young people.</li> <li>• The role requires an awareness of the complex needs of children and young people with disabilities, including a high level of dependency.</li> </ul>
<p><b>Creativity and Innovation:</b></p> <ul style="list-style-type: none"> <li>• To encourage and accompany disabled children and young people to participate in appropriate activities.</li> <li>• Assist in developing new approaches to improve the service.</li> </ul>

### **Job Specific Competencies:**

- Ability to follow instructions
- Acquisition of knowledge
- Communication 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
- Agreement to work outside office hours, at weekends and during school holidays
- Full driving license or equivalent mobility
- The post is subject to an enhanced DBS disclosure which will be carried out if your application is successful.

### **Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

#### **Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

#### **Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

#### **Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

In accordance with the provisions of the Data Protection Act 1998, job holders 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.

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal

protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health & Safety Policy.

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

**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: