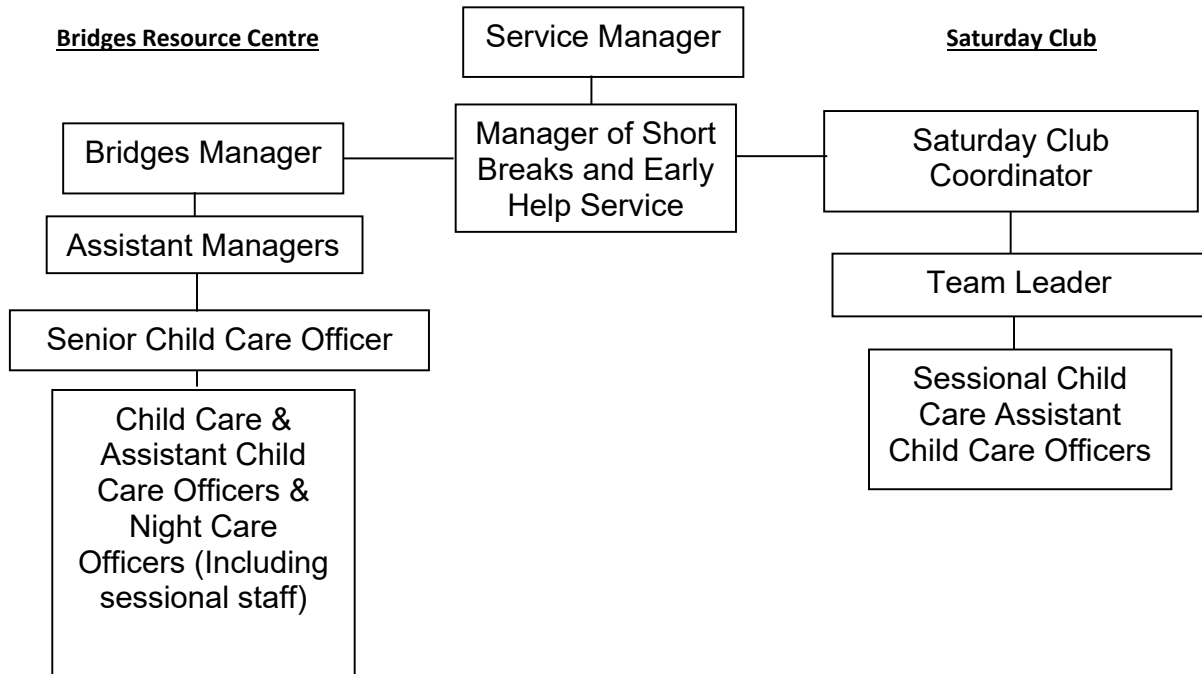
 <b>WOKINGHAM</b> BOROUGH COUNCIL	<b>Job Description</b>		Job Reference
			703705
Job Title	Sessional Child Care Officer		
Service	Children’s Services	Team	Short Breaks Services ( Saturday Club)
Location	Based at Saturday Club (Addington School during club opening hours)		
Reports to	Saturday Club: Team Leader > Saturday Cub Co-ordinator		
Grade:	Type of position:		Hours per Week:
4R - 5R (if level 3 Residential Childcare or equivalent held)	Casual		Saturday Club runs throughout the year excluding August 9:30am -4.30pm
This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.			
<b><u>Service Purpose</u></b>			
We offer a range of short break services to children with learning difficulties/disabilities and their families, focused on individual needs ensuring a positive and enjoyable experience. Activities and services offered include overnight visits, tea time visits, day care sessions, clubs and outreach in the community. Children undertake a range of activities both on and off site, based on their views, choices and knowledge of previous experiences. The range of services we provide caters for children and young people up to their 18 <sup>th</sup> birthday. The Centre is accessible and equipped to provide care to children who have additional physical disabilities. Staff are trained to manage young people’s health needs (that do not require a clinical judgement), challenging behaviours and communication techniques, to ensure a positive experience.			
<b><u>General Description of the job</u></b>			
Sessional Child Care Workers assist the Short Breaks Team in ensuring the delivery of quality short breaks, across our range of services. To take responsibility for safeguarding and promoting the welfare of the children and young people, who use our services. To ensure the physical, emotional and social care of children and young people with learning difficulties/disabilities, in accordance with the philosophy of the service. To take responsibility for the Health & Safety of yourself and others and the maintenance of the building and equipment. To comply with relevant legislative regulations.			

## Organisation Chart

### ORGANISATIONAL CHART

Sessional staff are employed to work at either Bridges Resource Centre, Saturday Club or both. The organisation chart reflects how each team is organised and the line management structure that a sessional worker would be part of during their work with either team.



### **Main Accountabilities of the post**

<List the key Accountabilities and outcomes for the post. I.e. what is the responsibility of the post holder (Accountability), and what difference it makes (Outcome).>

1	Provide support and care for the children accessing one of the range of short breaks available, including visits to Bridges Resource Centre and Clubs.
2	Participate in and take responsibility for ensuring their care practice is performed to the highest possible standards, including the direct provision of care and ensuring young people are kept safe, within local and Safeguarding Partnerships requirements.
3	Participate in all aspects of providing person centered care to young people and the smooth running of the service.
4	Ensure that the children and young people are supported and encouraged to be as independent as possible in accessing leisure activities and having their personal care needs met, ensuring a positive experience.
5	Carry out other daily tasks, including administering medication, cooking and cleaning and other reasonable requests, to ensure the smooth and effective running of the service.
6	Be flexible in helping to cover shifts, including weekends & sleeping in duties to provide twenty-four hour care, sometimes at short notice, to ensure consistent care and support crisis situations
7	Record young people's visits accurately and ensure relevant information is communicated, using the appropriate format (including IT systems), to others involved in their care
8	Actively participates in supervision, appraisal, Team Days and Training days to improve own practice and team development
9	Apply and interpret Short Break Service policies and procedures and contribute to keeping them up to date and relevant
10	Able to prioritise workload for self, manage competing demands and be a positive role model in a changing environment with unexpected issues and deadlines

### **Additional Corporate Responsibilities**

1	<b>High Support, High Challenge:</b> To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
2	<b>Values Profile:</b> To follow the principles set out in the <u>Employee Values Profile</u>
3	<b>Health and Safety:</b> Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
4	<b>Equal Opportunities:</b> To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.

5	<b>Safeguarding responsibilities:</b> At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.	
6	<b>Special Factors:</b> <e.g. Ability to travel to a variety of locations in borough, work special hours, attend evening meetings, hazardous conditions etc>	
<b><u>Scope</u></b>		
<b>Resources</b>	Facilities, equipment or systems within overall span of control	Day to Day responsibilities contributing to the full range of service equipment and building maintenance
<b>DBS Check required</b>	Yes	

### Person Specification

Should focus here on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat value requirements or corporate responsibilities.

Qualifications	Essential	Desirable
NVQ level 3 in Residential Childcare (or equivalent) or be working or willing to work towards this.		✓ (Saturday Club)
Alternative childcare qualifications i.e. Supporting Teaching and Learning in Schools		✓
Knowledge of National Minimum Standards for Children's Home		✓
Knowledge of needs of children with learning difficulties/disabilities.		✓
Technical Skills.	Essential	Desirable
Ability to work with children who may display challenging behaviour or have health needs	✓	
Awareness of non-verbal communication techniques		✓
Ability to plan and undertake a range of activities with young people		✓
Ability to carry out delegated areas of responsibilities within the service	✓	
Ability to write reports and contribute to file management	✓	
Ability to apply and interpret Short Break Service policies and procedures effectively	✓	
IT skills e.g. Microsoft Word and Excel		✓
Knowledge	Essential	Desirable
Knowledge of working with children and young people and/or people with learning difficulties/disabilities.		✓
Experience of working effectively in a customer focused environment	✓	

Experience	Essential	Desirable
Experience of working under pressure and prioritising work load, in a changing environment with unexpected issues and deadlines.		✓
Ability to work required early and late shifts and weekends		
Able to travel to and from work in unsociable hours.		
Prepared to respond to emergencies if necessary	✓	
Attendance at Training days	✓	