



## Job Description

### Senior Sessional Worker

<b>Job Title</b>	Senior Sessional Worker
<b>Responsible to:</b>	Adult Project Manager/Play & Youth Services Manager
<b>Responsible for:</b>	Casual sessional workers, volunteers
<b>Pay rate:</b>	£11.46ph (rising to £12.12 per hour with experience), plus holiday pay. The total hourly pay rate including holiday pay is £12.82 to £13.58ph (equivalent to up to £22,063 full-time salary)
	Note: a suitably experienced candidate would be offered some sessions as a <b>Session Leader</b> . The session leader rate (including holiday pay) is £16.17ph (equivalent to £26,276 full-time salary)
<b>Contracted hours:</b>	Approximately 35 hours a week on average, over 4 to 5 days.
<b>Working times:</b>	The job involves some evening and weekend work. The hours are based around Markfield's daytime, after school and evening sessions, and Saturday open access playground sessions. The postholder would be required to work on 6 to 7 sessions a week over 4 to 5 weekdays, plus up to two Saturdays a month. The evening sessions run in term-time (36wks a year) and are currently Monday and/or Friday evenings.
<b>Annual working pattern:</b>	<b>Termtime sessions</b> run for 36 weeks a year. <b>School holiday time sessions:</b> the postholder will also be required to work on our holiday playschemes for children & young people – for between 3 and 6 weeks a year.

For more information visit: <https://markfield.org.uk/get-involved/vacancies/>

Closing Date: Tuesday 20<sup>th</sup> March 5pm

#### **Job purpose:**

As a Senior Sessional Worker you will be involved in the planning and delivery of sessions and activities for disabled adults, young people and children, at the Markfield centre, making use of our extensive indoor facilities and our large adventure playground. The job includes listening to service users' ideas in order to design services around their needs, choices and aspirations. You will support and involve the service users in activities which are playful, stimulating and enjoyable, which promote well being, and which encourage disabled people to take an active role in their community.

## **Responsibilities**

- Working as part of a team to plan and deliver sessions and a variety of play, social and leisure activities for individuals and groups.
- To support service users with wide range of disabilities and needs, including those with challenging behaviour, working at all times within the Markfield ethos to enable them to participate in sessions. This includes supporting service users to interact and build relationships, to be involved in the group, and to meet their personal care needs.
- To work positively with colleagues on the staff team to ensure that a high quality experience is provided for all service users
- To set up and help run the sessions working within a team.
- To welcome the service users to Markfield at the beginning of the session, and support them with the transition to go home at the end of the session.
- To clear up and clean the building and resources after sessions, leaving the space safe and tidy.
- To participate in the evaluation of sessions and services.
- To work at all times within Markfield policies and procedures including Equality & Diversity, Safeguarding and Health & Safety Policies.
- To maintain confidentiality about service users, in line with the safeguarding policy.
- To contribute to effective teamwork between staff and volunteers, including attending team meetings, training sessions, and group practice supervision.
- To prepare for and participate in regular supervision and appraisals to review your work, development and training needs.
- To attend training that is identified as necessary for you to carry out your role effectively.
- To liaise appropriately with parents, carers and other professionals.
- To write incident reports as needed and progress reports on service users as required
- To assist service managers in administrative work to organise and prepare for sessions.
- To work as an escort on bus runs, following escorting induction training.
- Some sessional staff, subject to experience and holding a full driving licence, will be asked to drive the Markfield minibus for sessions, following successful completion of the Midas Training Course.

## **Supervision of staff**

- Supervision of sessional workers, volunteers and people on placement as required
- Assisting in the induction and delivery of training to other staff
- To carry out any other appropriate tasks as reasonably required by the session leader or your line manager.



## Markfield Person Specification Senior Sessional Worker

You must have the following experience, knowledge and skills:

### Experience:

- At least two years' experience working with either disabled children, young people, or adults in a play, youth or adult support setting
- Experience of working as part of a team
- Experience of supervising staff (desirable)

### Qualifications:

- Level 2 or higher qualification in playwork, youth work, adult support work or a relevant related field.

### Knowledge and understanding:

- An understanding of child-centred play and its vital importance in children and young people's development, health and happiness.
- An understanding of the rights of adults with learning disabilities and a commitment and an understanding of equal opportunities & diversity and anti-discriminatory practice.
- An understanding of the practical implementation of inclusion and issues facing disabled children, young people and adults.
- An understanding of the support needs of people with learning disabilities and autism.

### Qualities, skills and abilities

#### You need to be able to

- Plan and deliver high quality, accessible play opportunities for individuals and groups of **children** with a wide range of needs.
- Plan and deliver high quality, accessible activities and services for individuals and groups of **adults** with a wide range of needs.
- Demonstrate specific skills or interests in at least one of the following areas: music, drama, art, crafts, dance/movement, sports, games, or cookery, and an ability to use these skills in delivering activities for groups.
- Balance risk with developmental benefit and well-being for children, young people and adults, to provide risk and challenge at an acceptable level.
- Work effectively as part of a diverse staff team.
- Understand and at all times work within organisational policies and procedures.

- Demonstrate a clear and friendly communication style.
- Communicate effectively with a wide range of people including service users, colleagues, parents and carers.
- Build positive working relationships with service users, colleagues, parents and carers.
- Work on your own initiative, and to be flexible.
- Have good listening skills and a warm and patient personality.
- Be open-minded and non-judgemental in your approach to service users and colleagues.
- Work positively with service users who display behaviour that challenges.
- Show a proven track record of being reliable and punctual for work, and enthusiasm and willingness to learn new skills

**It will be helpful for us to know if you meet any of the following criteria, but they are not essential to your application.**

- A clean driving licence and ability to drive a 14-seater minibus.
- An ability to speak a local community language, other than English.
- Skills in non-verbal communication systems such as BSL, PECS, etc.