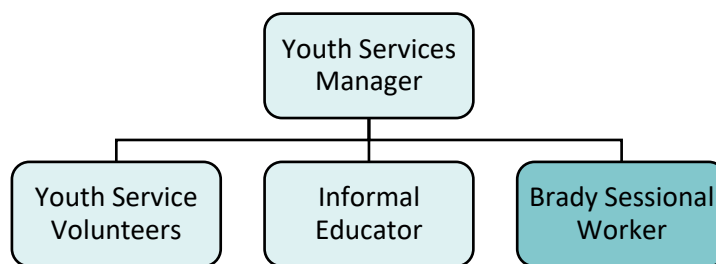


Job Title:	Sessional Worker
Salary:	£11.44 per hour
Responsible To:	Youth Service Manager

1. Job Summary

The Sessional Youth Worker will be part of a team that enables our Members to participate in a range of recreational activities, ensuring that their needs are met and facilitating a friendly, safe and sociable environment. Sessional youth workers are extremely valuable people in the lives of our Members, they are a responsible and trustworthy adult who they feel safe to be themselves around; this relationship is crucial in growing Members self-confidence and helping them to make friends when they're with us.

2. Organisation Chart



3. Key Responsibilities

- Ensure Kisharon Langdon delivers on its ambition by maintaining and developing an exceptional Youth Service.
- Plan and execute the delivery of activities for our Members.
- Establishing positive relationships with our Members, supporting them to increase their confidence and realise their potential, fully integrating them into all activities.
- To contribute to effective teamwork between staff and volunteers, including attending team meetings and termly training sessions.
- To help Members develop their confidence and work towards practicing their own version of independence.
- To work 1:1 with Members who need extra support.
- To execute organisational tasks that helps Kisharon Langdon Brady to run smoothly e.g. preparing resources for our activities, tidying our storage space, going to the shops to get refreshments etc.

4. Operational Tasks

Meeting Diverse Needs

- Build and maintain relationships with parents and carers where possible and feedback on the progress of their child.
- Write and review risk assessments and organise arrangements to attend external venues.

Young Person's Progress

- Objective and timely reporting, ensuring Youth Services Manager is kept informed and updated on Members' progress (and / or any challenges).
- Know and understand how to assess different learning and activity needs.

Resources and Safety

- To welcome the Members at the beginning of the session and say goodbye and give them any necessary assistance when they are leaving.
- Responsible for reporting complaints, incidents and near misses.
- To clear up and clean the building and resources after sessions, leaving the space safe and tidy.
- To work at all times within Kisharon Langdon's policies and procedures including Equality & Diversity, Safeguarding and Health & Safety Policies.
- To maintain confidentiality about the Members, in line with the safeguarding policy.

Cultural and Social Development

- To ensure Jewish Ethos and Cultural awareness is embedded within the Youth Service.
- To use Jewish holidays and events to foster an atmosphere of community at Kisharon Langdon Brady.
- To take part in developing materials (digital and print) for activities and recreation.

5. Key Values

In addition to undertaking the duties as outlined above, the post holder will be expected to adhere to the following:

- **Organisational Values**

To behave in accordance with the organisation's values.

- **Equity, Diversity and Inclusion**

To act in accordance with the organisation's Equity, Diversity and Inclusion Policy, which is designed to prevent discrimination of any kind.

- **Health & Safety**

Ensure that all duties are carried out in line with the Organisation's Health & Safety Policy.

- **Risk Management**

Responsible for reporting complaints, incidents and near misses through the appropriate reporting procedures.

Responsibility for attending health & safety training as required.

Responsibility for assisting with risk assessments.

6. Note

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks. Kisharon Langdon reserves the right to alter the content of this job description to reflect the changing needs of the organisation but is a correct reflection of the main duties of the post at the time of writing.

7. Acceptance

I agree to undertake the duties of the job in accordance with the above.

Signed: (Post Holder)

Name: (Print)

Date:

Signed: (Line Manager)

Name: (Print)

Date:

This document is to be signed and returned to the HR Department on your appointment and/or at the review point for Kisharon Langdon Job Descriptions. The signed copy will be retained on your Personal File.

PERSON SPECIFICATION

Sessional Worker

Description	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level with grade A-C/4-9 in Maths & English. 	
Personal Attributes Values	<ul style="list-style-type: none"> • To be approachable and caring. • Organisational skills. • Emotional resilience. • The ability to stay calm under pressure and adapt to challenges. • The desire to get involved into any work which contributes to the experience of our Members. • Reliable. 	
Knowledge and Experience	<ul style="list-style-type: none"> • An understanding of issues relating to learning, behavioural or physical difficulties 	<ul style="list-style-type: none"> • Experience of working with young people who face barriers to inclusion. • An understanding and specific knowledge of our safeguarding requirements. • Experience working in the care industry.
Communication & People Skills	<ul style="list-style-type: none"> • The ability to work effectively as part of a diverse team. • Have the ability to build relationships and help our Members to do the same. 	<ul style="list-style-type: none"> • The ability to mediate disputes between Members to reach a positive resolution.
Specialist Skills		<ul style="list-style-type: none"> • Experience working in Charity/voluntary sectors. • Evidence of delivering positive outcomes for young people in a similar role to ours. • IT skills (Use of Microsoft and proficient internet user). • An understanding of existing and pending legislation

		<p>surrounding youth work and care work (e.g. Mental Capacity, Safeguarding).</p> <ul style="list-style-type: none"> • A particular talent or ability which you can teach Members e.g. maybe you're really good at dancing, arts and crafts, cooking, coding etc.
Other	<ul style="list-style-type: none"> • Able to work outside of usual office hours in term time evenings, term time weekends and school holiday periods. 	<ul style="list-style-type: none"> • Car Driver