



Routeways Centre Limited

JOB DESCRIPTION 2019

Employer:	Routeways Centre Limited
Job title:	Session Support Worker
Salary:	Exceeds the National Living Wage
Hours:	Flexible working, sessions to include evenings, weekends and school holidays
Responsible to:	Project Leader
Work locations:	Beckly Centre, Plymstock and Devonport Park, Devonport

Main purpose of the Job Role

1. To support and contribute to the care of all children and young people ensuring that no person is discriminated against either directly or indirectly on the grounds of race, colour, ethnic origin, gender, religion, disadvantage or disability.
2. To support all children and young people accessing good quality stimulating opportunities and activities in a safe and secure environment that are social, entertaining and recreational activities and targeted to meet the needs and reflect the interest of disabled Children.
3. To promote the self confidence and self esteem of those attending whilst enabling and facilitating development of talents and life skills.
4. To promote Health and Safety and follow good practice guidelines set out by Routeways and statutory bodies.
5. To promote the ethos and culture of the Routeways organisation and to achieve positive outcomes for children and young people, their families and carers.

Main Duties and Responsibilities

1. Working with colleagues, in the provision of entertainment and leisure time activities for all children and young people encouraging and supporting the children and young people's interests and desire for participation.



2. To assist as required in the preparation, research and planning of sessions, for both clubs and activities in consultation with other staff and those children and young people attending.
3. To be involved in monitoring, evaluation and assessment of individuals and to share information appropriately with other parties, including liaising with families and carers.
4. To assist in carrying out all necessary administration tasks relating to the operation of the sessions and activities that make up all Routeways activities.
5. To accompany and engage all children and young people in all activities (including outings and trips) ensuring good practice procedures are followed and that suitable health and safety checks are carried out
6. To proactively assist in the general and specific care of all children and young people. To take responsibility for the provision of assistance, help and supervision for the general needs of all children and young people and to ensure that all supervision and personal care aid is appropriate to age and need.
7. To assist in setting up and clearing away of activities and equipment and to assist in domestic and cleaning arrangements. To ensure good practice procedures are carried out in respect of general and food hygiene. To ensure the premises are left tidy and secure.
8. The post holder will carry out his or her duties within the requirements of the prevailing Routeways Centre Limited's Policies and Procedures, including Equality and Diversity.
9. The post holder to undertake other duties as deemed appropriate to the post as and when required.

Additional Duties

It is the nature of work within Routeways Centre Limited that tasks and responsibilities are in many circumstances unpredictable and varied. All employees, therefore, are expected to work flexibly when the occasion arises so that tasks that are not specifically covered in their job description are undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the employee's work, it will be included in the job description in consultation with the post holder and their line manager.



The successful candidate will be required to undergo an enhanced DBS check.

Person Specification

	Essential	Desirable
Educational		<ul style="list-style-type: none"> • First aid/food hygiene qualification • NVQ – Level 2 or equivalent in Youth Work / Playscheme or similar
Occupational Experience	<ul style="list-style-type: none"> • Experience with children and young people 	<ul style="list-style-type: none"> • Appreciation of disability issues • Current driving licence
General Qualities	<ul style="list-style-type: none"> • Interest in and/or qualifications in expressive arts and drama and/or sporting activities and a willingness to help in facilitating these types of activities 	
Disposition	<ul style="list-style-type: none"> • Outgoing engaging personality • Focused on customer care / service 	
Specific Aptitudes	<ul style="list-style-type: none"> • Flexible in working hours and location • Ability to work as a member of a team 	
Other Requirements	<ul style="list-style-type: none"> • Genuine desire to improve opportunities for children and young people with disabilities 	