



Job Description - Session Supervisor

Part-time Session Supervisor to manage sessions, work with parent carers, and welcome children and young people with additional needs and their siblings.

Incredible Kids is a charity that provides a life-line to children with additional needs and their families. We are looking for incredible people to join our incredible team and we welcome enquiries from everyone and value diversity in our workforce. We need people who are motivated, dedicated and passionate about making life for these families as incredible as possible.

Responsible to: Trustees

Hours of work:

This is a fixed term position until 30th November 2020. There may be opportunity to renew your contract after this date, funding permitted.

Your hours of work include the following:
(please see your employment contract for specific information)

- Term time: Mondays 3.30pm to 7pm
Tuesdays 3.30m-7pm;
Fridays 3.30pm-7pm;
Saturdays 12.30pm-6pm and
2 Saturdays a month with extended hours 9am–6pm to include our specialist sessions.
- School Holidays: Mondays 12.30pm – 6pm
Wednesdays 2.30pm-6pm;
Fridays 12.30pm – 6pm;
Saturdays 12.30pm-6pm and
2 Saturdays a month with extended hours 9am–6pm to include our specialist sessions.

You may also be requested to attend some training days, which are arranged throughout the year.

Salary: £19,500 annual FTE (Pro-rata)

Job Purpose

To assist in, supervise, and delegate the day to day organisation of Incredible Kids sessions, welcoming, supporting and advising parent carers whilst ensuring a welcoming, safe, caring and stimulating environment for children and young people aged 0 – 25 with a disability, developmental difficulty or any additional needs and their siblings.

Main tasks of your role

Venue

- To be responsible for the safety and welfare of young people using our service.
- Open and lock up the building;
- To ensure that Incredible Kids' equipment is properly maintained and fit for purpose
- Identify, report and remove from use any damaged equipment.

Families

- To welcome children and young people and their parent carers to our sessions, ensure they understand the rules of using Incredible Kids service and introducing them to our facilities.
- To have an understanding of the primary rights and responsibilities of parents in raising children with additional needs.
- To support parent/carers of children and young people with social, emotional, health or behavioral issues, and work with them and other support.
- To support carers by helping them improve their parenting skills, for example, by providing appropriate information or referrals.
- To provide information to parents about the relevant local services available to children and families, including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.
- In partnership with parents, identify the need for support groups or parenting classes for those wishing to enhance their relationship with their children and deal positively with discipline, conflict and other issues.
- Encourage good relations and effective dialogue between parents and relevant services.
- Address concerns about children's social, emotional, health and behavioral development by either offering direct support or signposting to relevant services.
- Keep up to date on the range of agencies working locally in order to maintain knowledge of services to which parents may be signposted.
- To engage children and young people in a friendly, enthusiastic and motivated way.
- To consult with the children, young people and families, and involve them in the planning of activities.
- To encourage parental involvement and support through the development of effective professional relationships.
- Encourage parent/carers to volunteer at Incredible Kids and actively contribute to developing the volunteer base at Incredible Kids.
- Encouraging independence and positive self-esteem
- Treat the children and young adults as individuals and follow the advice of the parents/carers on how best to support them during the sessions.
- Make sure that play is safe, and encourage children to be aware of their own safety and that of others
- Treat the children and young adults as individuals and follow the advice of the parents/carers on how best to support them during the sessions.

Policies

- To carry out all duties and responsibilities with due regard to the organization's existing policies, such as child protection, protection of vulnerable adults, health and safety, equal opportunities and data protection.

- Be aware of, and adhere to, all Incredible Kids' policies and best practice guidelines including those on Safeguarding, Health and Safety, E-safety

Other workers

- To manage and supervise the play-workers as well as undertaking their roles alongside them;
- Report to the trustees;
- In conjunction with the trustees, monitor individual staff progress and initiate verbal and initial written warnings and suspension as needed;
- Report any warnings or suspension given or concerns to the trustees;
- Discuss with trustees if feel you need to issue a final written warning, dismiss a member of staff and work with Trustees to issue decided outcome.
- Cooperate in any internal or external investigation.
- To work within a team to set up and clear away play sessions.
- Maintain good communication with staff and volunteers.
- Liaising with parents, carers, other Incredible Kids workers.

Other

- Actively participate in training and development.
- Responding appropriately to emergencies
- Keeping records

Expectations

You are expected, at all times, to work following the 'Nolan Principles' which are seven principles of public life. These being Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Selflessness- You should act solely in terms of the interest of our member and visitor families.

Integrity – You should not act or take decision in order to gain financial or other material benefits for yourself, your family or your friends. You must declare and resolve any interests and relationships.

Objectivity – You must act and take decision impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability – You are accountable to your Team Leader and Incredible Kids Trustees for your decisions and actions and must submit yourselves to the scrutiny necessary to ensure this.

Openness – You should act and take decisions in an open and transparent manner. Information should not be withheld from your team leader or the Trustees unless there are clear and lawful reasons for doing this.

Honesty – You should always be truthful.

Leadership – You should exhibit these principles in your own behaviour. You should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Person Specification

Essential:

- Confidence dealing with people.
- Managing a small team
- Good planning and organisational skills
- Identifying concerns with the team and with individuals.
- Motivating others
- Supporting others in their roles
- Approachable to those you are supervising and those you are accountable to
- Able to teach and develop others
- Ability to discipline staff when needed and follow through with our disciplinary procedure.
- A genuine enthusiasm for the work of the charity
- Fun and open minded attitude to play
- Ability to work effectively within a team and on your own
- Experience of working with people with additional needs
- Good communication skills
- Ability to work under pressure
- Ability to be pro-active and use own initiative
- Patient and tolerant personality
- Creative and imaginative
- Enthusiastic
- Minimum age 18
- A responsible and caring attitude
- The ability to get on well with children, parents and carers
- Awareness of Equal Opportunities
- Flexibility through changing how you do things to meet individuals need
- Willingness to learn and develop through formal training and informal feedback
- Understanding of Safeguarding Children
- Understanding of safeguarding Vulnerable Adults
- Understanding of Health and Safety

Desirable:

- Current first aid at work or emergency first aid at work certificate
- Good sense of humor
- Understanding of Makaton
- Experience supporting families who have children with additional needs
- Experience within a supervisory role

How we will measure your success in your role:

- 360° appraisal using feedback from parents, children and other team members.
- Planned and impromptu observations, both formal and informal
- Discussions with you in your supervision meetings
- Your attendance record
- Your punctuality record.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.