

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Short Breaks Support Worker	Grade:	Scale 5
Location:	Borough Wide		
Reports to (Designation)	Short Breaks Centre Manager	Grade:	PO4
Directorate:	Children and Young People	Section	Integrated SEND Services for Children and Young People

Main Purpose of the job:

Support the development and delivery of short breaks services and activities for children and young people with complex special educational needs and disabilities that are fun, vibrant and high quality and support their learning and life skills. Work with the Integrated SEND Services for Children and Young People to meet the needs and outcomes for children and young people's care plans. Identify and target young people in need of extra support and ensure that their needs are met, in particular, through the use of early intervention approaches.

Summary of Responsibilities and Personal Duties:

PERSONAL DUTIES:

1. Support the children and young people who attend the Short Breaks Service to access activities that are fun, vibrant and support their learning and life skills.
2. Support the children and young people with complex special educational needs and disabilities to have their needs and outcomes met. To report back to the Integrated SEND Services for Children and Young People about what progress and outcomes have been met.
3. Run a Short Breaks programme, that is regularly reviewed and adapted for each individual child and young person to meet the needs and outcomes of all the children and young people with Special Educational Needs and Disabilities who attend the short breaks service.
4. Facilitate access for young people, specifically those with targeted vulnerabilities, to positive activities and issue based group work, both in and outside of Lewisham, to ensure young people gain life skills and make the most of London and Lewisham, including access to sports clubs, music, arts, drama and other cultural activities and groups.
5. Work with the staff within the Integrated SEND Services for Children and Young People to develop a Short Breaks programme that supports learning, independence and life skills.

6. Work with the staff with the Integrated SEND Services for Children and Young People to escalate any issues or concerns about a specific child or young person, in particular any safeguarding issues.
7. Facilitate youth voice and participation, ensuring both young people and parents have input into the development of and can feedback about youth provision.
8. Ensure that the Short Breaks service facilities are run in accordance with health and safety and safeguarding requirements and used to their full potential, including promoting community use.
9. Communicate sensitively and effectively with the children and young people. Pay attention to children and young people with non-verbal communication.
10. Use appropriate strategies and learned practices to manage the needs and behaviour of children and young people with complex needs.
11. Ensure that all needs of children and young people attending the service are met, including personal care.
12. Ensure that risk assessments are undertaken when required to ensure the safety of the children and young people at the service.
13. Work in partnership with the children and young people's families to share information confidentially and ensure that strategies are shared to meet their needs and outcomes.
14. Provide early intervention support to young people with a range of needs.
15. Support the Short Breaks Centre Manager and ensure that issues are escalated where required.
16. Provide written and verbal reports on matters relating to service development which will include the completion of information, performance, and data returns relating to all aspects of work undertaken .
17. Work productively with external agencies, voluntary and community organisations, delivery partners and other Council departments, as required, to promote the interests of young people in Lewisham.
18. Where appropriate, manage, monitor and quality assure the performance of externally funded projects in accordance with agreed procedures and monitoring arrangements as laid down in contractual agreements with external agencies and providers.
19. Advise, make recommendations and report any defects and concerns to Short Breaks Centre manager on the maintenance and improvements of the premises in the designated area including responsibility for compliance with Health & Safety legislation.
20. Ensure that all provision is sensitive to issues of gender, race, disability and sexual orientation. Work to challenge and eradicate discriminatory practice and behaviour in the delivery of the service, and actively promote the Council's Equal

Opportunities Policy and core values in all aspects of the post's responsibilities and duties.

21. Assist in carrying out the Council's environmental policy within the day to day activities of the post
22. Work evenings, weekends and seasonally to meet service needs.
23. Undertake other duties, commensurate with the grade, as may reasonably be required.
24. Carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.
25. Participate in the Performance Evaluation Scheme (PES) and undertake appropriate training and development identified to enhance work.
26. Comply with the Council's Health & Safety policies and procedures at all times.

Consideration will be given to making reasonable adjustments for a disabled postholder

Internal Contacts: These include Integrated SEND Services for Children and Young People, and other services and teams across the Council as appropriate.

External Contacts: These include young people, parents, and the wider community, schools, colleges, private, voluntary and independent organisations and health partners, as required.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: None

Number of partially managed staff: None

PERSON SPECIFICATION

JOB TITLE: SEND Short Breaks Support Worker

DEPARTMENT: Integrated SEND Services for Children and Young People

GRADE: SC5

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting. The categories marked 'T' will be used for the purpose of testing.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal Opportunities

Commitment to implement the Council's Equal Opportunities policies.

An awareness of equal opportunities issues generally, and specifically, how they impact on this area of work **S1**

Knowledge

Familiarity with a range of strategies, and methods of working with children and young people with a range of disabilities. **S2**

Knowledge of the issues faced by children and young people with special educational needs and disabilities and their families **S3**

Knowledge of the delivering a Short Breaks Service **S4**

Knowledge of safeguarding, risk assessment and health and safety procedures **S5**

Knowledge of how to communicate with children and young people with complex needs **S6**

Aptitude

Ability to relate to and communicate with people across a wide age and ability range, and from diverse backgrounds.

Ability to identify, establish and maintain appropriate liaison and contacts with a range of providers, to secure partnership working.

The ability to exercise initiative, personal motivation and commitment to accountability in a post which involves a high degree of autonomy.

The ability to design, and apply effective youth work strategies which demonstrably impact on young people in a positive manner, as judged against national and local strategy.

Ability to direct and support volunteers

Skills

Proven skills in early intervention including use of a common assessment framework and team around the child and family methodology.

Proven skills in effective communication, verbal and written, with colleagues, professional staff and volunteers and young people drawn from a wide range of agencies and services within both the statutory and voluntary sectors of provision.

Experience

Experience of putting in place programmes of activities for young people individually and in group activities **S7**

Experience of using initiative in the working environment and working with limited supervision to achieve broad objectives and targets.

Experience of working with and putting strategies in place for children and young people with special educational needs and disabilities **S8**

Experience of working with a wide range of young people, including those who may be experiencing difficulties in their lives, and of addressing equal opportunities issues in a non-formal learning environment. **S9**

Experience of dealing with risk assessments, safeguarding and health and safety issues. **S10**

Experience of communicating with children and young people with complex needs. **S11**

General Education

Professional qualification in Youth and Community Work at NVQ 2 (minimum) or equivalent experience

A qualification in working with children and young people with Special Educational Needs and Disabilities or equivalent experience.

Personal Qualities

Dynamic thinker with ability to develop own work to meet service needs

Commitment to working in a diverse environment and to equal opportunities

Circumstances

Must be able to work flexible hours, i.e. evenings and weekends, seasonally and occasional meetings outside normal working hours. **S12**

Must be available to attend training, team meetings and staff development opportunities when required.

DBS Disclosure Required? No Basic Enhanced

(Tick as appropriate – guidance available from your HR Advisor)

Completion and approval of a Criminal Records check at Enhanced level
This post will undergo a full L.B.L background check and appointment will only be approved once clearance is given.

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