



JOB DESCRIPTION 2020

Employer:	Routeways Centre Limited
Job title:	Session Leader
Salary:	£10-12 per hour (dependant on experience)
Hours:	To suit the scheduled sessions with a lot of weekend working
Responsible to:	Deputy Manager
Work locations:	Beckly Centre, Plymstock and Devonport Park Activity Centre, Devonport

Main purpose of the Job Role

To ensure all clients attending sessions are supported and cared for appropriately and ensure that no person is discriminated against either directly or indirectly on the grounds of race, colour, ethnic origin, gender, religion, disadvantage, disability or other protected characteristic.

To ensure all clients have access to good quality, inclusive and stimulating activities in a safe and secure environment. To promote social, recreational and instructive opportunities that are targeted to meet the needs and reflect the interest the client group.

To promote the self confidence and self esteem of those attending whilst enabling and facilitating personal development and acquisition of life skills. To achieve positive outcomes for the client group and their families/ carers

To ensure all activities to comply with statutory and legal requirements and follow good practice guidelines set out by Routeways, external agencies and statutory bodies.

To promote the ethos and culture of the Routeways organisation

To ensure all administrative tasks relevant to sessions are completed and appropriately recorded.

Main Duties and Responsibilities

1. Support the Head of Service and Deputy Manager in the smooth running of the service, including deputising in their absence
2. Support the development and growth of the range of activities provided by Routeways
3. Develop and maintain good relationships and open communications with parents/carers, referring and funding agencies, and colleagues.
4. To be involved in the preparation, research and planning of sessions and activities, in consultation with other staff, the client group, their families /carers and/or funders.
5. To support other team members and participate in the hands-on provision of activities; allocate and delegate appropriate tasks and roles, supervise workers and volunteers, and report any specific concerns, issues or training needs.
6. To support the managers in the general and specific care of the client group. To take responsibility for the provision of assistance, help and supervision for the general needs of all of the client group and to ensure that all supervision and personal care aid is appropriate to age and need. To support and report on the monitoring of safeguarding and welfare issues relating to client group and/or colleagues.
7. To support Deputy Manager in carrying out necessary administration tasks relating to the operation of the sessions and activities. To ensure that good practice procedures are followed and that suitable and relevant health and safety checks are carried out and recorded.
8. To lead in the monitoring, evaluation and assessment of individuals and activities. To share information appropriately with other parties as required.
9. To ensure good practice procedures are carried out in respect of the general use of the building and that the premises are left tidy, clean and secure.

The post holder will carry out his or her duties within the requirements of the prevailing Routeways Centre Limited's Policies and Procedures and in line with statutory and other external agency requirements.

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	<p>Good level of general education</p> <p>Appropriate qualification at minimum Level 3 (in care/ youth work/ play work or similar)</p>	<p>Experience / training in working and supporting Disabled People</p> <p>Knowledge and understanding of health and safety particularly in childcare settings</p> <p>Paediatric First Aid certificate</p>
Occupational Experience	<p>2 years experience working with and for disabled people</p> <p>Knowledge and/or experience of inter-agency safeguarding practice</p>	<p>Appreciation of disability issues</p> <p>Current driving licence</p> <p>Experience in leading a team including involvement in induction, supervision, and appraisals</p>
General Qualities	<p>Good organisational, record keeping and planning skills</p> <p>Punctual, reliable & trustworthy</p>	<p>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</p>

Disposition	Outgoing engaging personality	Focused on customer care & service
Specific Aptitudes	Flexible in working hours and location	
Other Requirements	Genuine desire to improve opportunities for people with disabilities	