

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Junior Short Breaks Worker	Grade:	SC3
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 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.

Summary of Responsibilities and Personal Duties:

PERSONAL DUTIES:

- 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.
- Support the children and young people with complex special educational needs and disabilities to have their needs and outcomes met. To provide feedback to Short Breaks Centre Manager.
- Support the work of 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.
- Support access for young people, to attend positive activities and issue based group work, both in and outside of Lewisham, supporting 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.
- Work with the staff within the Integrated SEND Services for Children and Young People to support a Short Breaks programme that supports learning, independence and life skills.
- Work with the staff with the Integrated SEND Services for Children and Young People to report any issues or concerns about a specific child or young person, in particular any safeguarding issues.
- Support young people's voice and participation, ensuring both children and young people are supported in their feedback.
- Communicate sensitively and effectively with the children and young people. Pay attention to children and young people with non-verbal communication.
- Support strategies and learned practices to help support the needs and behaviour of children and young people with complex needs.
- Ensure that all needs of children and young people attending the service are met, including personal care.

- Ensure that all provision is sensitive to issues of gender, race, disability and sexual orientation. Work to 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.
- Assist in carrying out the Council's environmental policy within the day to day activities of the post.
- Undertake other duties, commensurate with the grade, as may reasonably be required.
- Carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.
Participate in the Performance Evaluation Scheme (PES) and undertake appropriate training and development identified to enhance work.
- Comply with the Council's Health & Safety policies and procedures at all times.
- Consideration will be given to making reasonable adjustments for a disabled post holder.

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 may 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: Junior Short Breaks Worker

Grade: SC3

DEPARTMENT: Integrated SEND Services for Children and Young People

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 short listing and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of short listing.
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

Awareness of methods that encourage social inclusion, and promote the empowerment and participation of children and young people, including those with vulnerabilities. **S2**

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

Awareness of safeguarding, and health and safety procedures **S4**

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 maintain a high level of confidentiality at all times **S5**

Skills

Good communication skills, verbal and written.

Self-sufficiency in basic IT skills including a willingness to learn at an early opportunity.

Good administrative skills.

Experience

Experience of supporting children and young people with special educational needs and disabilities **S6**

Able to provide support with a wide range of young people, including those who may be experiencing difficulties in their lives. **S7**

General Education

Appropriate levels of numerous and literacy, to understand the tasks.

Personal Qualities

Commitment to working in a diverse environment and to equal opportunities.

Circumstances

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

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.

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 requirement.