

## JOB FAMILIES –Personal support

Level descriptor – JG2 (128 points - A1 profile)

Job Title: Buddy – sessional worker – Children & Young People

### Role Purpose:

To work as part of the Family Wellbeing Service to provide specialist out of school provision to children and young people with SEND in a variety of settings, including children centres, family hubs, within the community as well as planned trips outside of North Somerset.

### Typical activities

To work alongside Play Workers and Team Leaders to provide care for children and young people with SEND, aged 5-18 years of age.

Support the team by ensuring that children are properly supervised, cared for, stimulated at all times as well as supporting them with life skills into adulthood.

To respond appropriately to the emotional, physical and developmental needs of children and young people ensuring safety and inclusion.

To work in partnership with parent, carers and other agencies.

To participate in the organisation, observations and evaluation of activities for children and young people with due regards to safety, children's individual needs, next steps and that equipment / resources provided are appropriate and in good repair. This includes consultation with children and young people to seek their thoughts and views to provide a provision they have co-designed with us.

To liaise with parents and carers to ensure that relevant information about the child is available to the team.

To work as part of the team in all aspects of the organisation to ensure the smooth running of the playschemes/activities and within the agreed policies and procedures.

Follow policies, procedures, legislation and Ofsted's Framework for the Voluntary Register.

Undertake continuous professional development, attending mandatory training and staff meetings to enhance knowledge and further meet the needs of children and families.

Attend regular supervisions with line manager.

Be a role model for children and young people in all aspects while at work.

To provide personal care and administer medication and first aid in agreement with parents and in accordance with policies and procedures.

### Knowledge, skills and experience

Relevant childcare/early years, health and social care, LSA, qualification preferable.

Math's and English GCSE grade C or above, or equivalent (or must be prepared to work towards this within 12 months of start date).

Pediatric First Aid and Food and Hygiene certificate is desirable.

An ability to record observations of children interests, participation and comply with any written procedures.

Basic IT skills, e.g. Word, email.

Experience of working/volunteering with children, preferably with SEND

Ability to work effectively as part of a dynamic, positive team.

An ability to communicate effectively and sensitively with children and parents/carers is essential.

Ability to engage with or experience of working with young people who have special needs, including challenging behaviour, medical conditions or physical disabilities

Understand and respect personal boundaries and responsibilities

Understanding of the impact of discrimination faced by disadvantaged groups.

Ability to recognise and manage challenging situations in a calm and professional manner

Ability to work flexibly, creatively using own initiative and within policies and procedures.

Willingness to undertake further training as necessary.

<p>To undertake any other duties commensurate with the grade of the post</p> <p>To be aware of and understand the Council's Comprehensive Equality Policy and Race Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the policy.</p> <p>To ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.</p>	<p>Satisfactory enhanced DBS disclosure certificate (arranged prior to a start date) and to sign up the DBS update service and maintain annual renewal</p>
<p><b>Performance measures</b></p> <p>Quantifiable objectives – eg</p> <ul style="list-style-type: none"> <li>• Assessment of safe work environment</li> <li>• Quality of records</li> <li>• Verbal feedback</li> <li>• Feedback from service users, partner agencies and colleagues</li> <li>• Supervision/observation with line manager</li> <li>• To attend relevant training to acquire and update skills to undertake this role</li> </ul>	<p><b>Competencies</b></p> <p><u>Communication</u>: Has clear verbal and written communication skills and ability to adapt communication to suit</p> <p><u>Team working</u>: Shows flexibility and cooperation; contributes positively by sharing information with colleagues and line manager; contributes to team meetings</p> <p><u>Outcome focused</u>: Makes changes in work methods to improve performance for the child/young person, including attending specific training</p> <p><u>Problem solving &amp; judgement</u>: Is confident in making decisions within guidelines</p> <p><u>Planning and Organising</u>: Prioritises what is important in line with team and service goals</p> <p><u>Business Awareness</u>: Understands the role of service targets and works towards meeting these</p>