



JOB DESCRIPTION

JOB TITLE:	FRIENDS+ Sessional Worker
DEPARTMENT:	FRIENDS+
REPORTS TO:	New Support and Community Access Manager
RESPONSIBLE FOR:	Job Titles and Number of Post Holders: Direct: None
MAIN PURPOSE OF JOB:	• In conjunction with the New Support and Community Access Manager, facilitate the delivery of a fun, reliable support sessions, which are tailored to individual needs, while incorporating educational experience and diverse support approaches.
MAIN DUTIES:	1 Service Delivery – Delivery of the FRIENDS+ sessions: ○ To support the New Support and Community Access Manager in the delivery of 1:1 sessions, Groups sessions and holiday breaks away in line with Friends+ values and ethos: ○ Fun sessions - support our students to have an enjoyable time doing activities that they enjoy. Promote students hobbies and interests into sessions. ○ Reliable sessions - Provide consistent support to foster strong relationships. Develop structure and plan activities in line with our values. To understand each students needs and provide a safe, planned activity. Ensuring the same approach and strategies continued from TEENS+ day sessions ○ Individual sessions – Sessions will be tailored to each student goals and Individual learning plan, following effective strategies. Insuring you are incorporating aims from TEENS+ day session. ○ Educational sessions – Each session will have a specific focus that factors in each students ILP targets and transferring these skills in to different environments. Such as social events or accessing community facilities. ○ New Diverse Support – Facilitate sessions that support students to try new things and open up possible opportunities and experiences. To support students to develop as much independence as possible throughout the sessions ○ To report on activities undertaken and progress. ○ Plan and prepare activities suited to each student Group work: ○ To work within a team to support students to have social experience ○ To support and facilitate good communication between students ○ Plan and develop social skills that linking with the ILP and SLT assessments.

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	2 Relationships with Stakeholders: ○ Foster and maintain good working relationships with internal and external stakeholders including but not limited to the following: ○ Parents/carers ○ Colleagues ○ Volunteers ○ The local community ○ Other agencies as appropriate. 3 Management of Staff: ○ None 4 Financial Responsibilities: ○ Handle financial transactions, ensuring all paperwork is up to date and accurate ○ Support students to use their own money as independently as possible and record expenditure during each session 5 Administration and Safety Procedures: ○ Ensure all policies, procedures, processes and systems are adhered to; ○ Ensure all risk assessments and food allergy paperwork is accurate and up to date; ○ Ensure all paperwork relating to medication is completed, up-to-date and accurate as appropriate; ○ Participate in team meetings and supervision sessions to maintain the quality of the service provided; and ○ Draw to the attention of the NEW Support and Community Access Manager any area of concern. ○ Complete lone working training on Citation and adhere to all Health & Safety guidelines relating to lone working 6 Other: ○ General – all staff will have the opportunity to develop and gain qualifications in areas such as food hygiene, PEG Feeding, Autism and challenging behaviour. Further opportunities are available in the essential tasks such as Fire Marshal, First Aid and other recognised specialisms.
OTHER DUTIES:	This is a general statement of the duties and responsibilities that the post holder will be expected to undertake – it may change from time to time to meet the exigencies of the service