



The **Benjamin** Foundation

Specialist Short Breaks Support Worker - Job description

Job title:	Specialist Short Breaks Support Worker
Employer:	The Benjamin Foundation
Location:	Kings Lynn
Contract:	Permanent, part time
Salary:	£10.66 per hour
Hours of work:	154 hours per annum (to be worked as one Saturday per month other sessions will be in school holidays)
Department:	Children and Young Person's Services
Reporting to:	Specialist Short Breaks Team Leader

Job purpose

- To support the planning and delivery of the specialist short breaks group sessions. (22 sessions per annum).
- Support the Senior Practitioner to ensure each group session is planned in advance and delivered to quality standards in a timely manner.
- Ensure that the children, young people and carers are part of identifying their goals to build their skills and experience, supporting them to build friendships and social networks in a fun safe environment.
- Record information as required e.g., observations, incidents.
- To support the Team Leader / Senior Practitioners to ensure that services are adhering to Ofsted and/or CQC standards and framework as required.
- Provide advice and guidance to parents of children with disabilities.

Main duties

Managing People, Resources and Finance

- To ensure that the voice of young people is inherent in the everyday and future development of the Specialist Short Breaks group sessions.
- Complete case studies and other forms of data capture for measuring outcomes.
- To help ensure venues are safe, suitable and cleared up at the end of a session
- To ensure young people attending the Specialist Short Breaks group sessions are safeguarded



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Service Delivery

- Ensure that the voice of young people is inherent in the development and delivery of the group and activities
- Ensure the activities planned meet the aims of the service
- Be empathetic and responsive to the needs of young people
- To provide evidence against agreed outcomes as required
- Work within confidentiality and professional boundaries at all times
- Work to ensure the safety of all participants
- Build positive reciprocal working relationships with other team members and other agencies.
- Participate with the completion of evaluations after each session and report any concerns
- To maintain a working knowledge of local, national and regional policies relation to children and young people with disabilities.
- To offer individual / group support in the session to young people with low to moderate support needs.
- To support the Senior Practitioner or Practitioner with exceptional and high support need where the support required is 2:1 ratio.

Internal Processes and Systems

- Follow and ensure all policies, regulations and standards of operation are complied with.
- To ensure high standards of health and safety are maintained and appropriate risk assessments are undertaken, reviewed and followed.
- To record data required by the wider Foundation, by funding and regulatory bodies and according to GDPR protocols.
- Record contact database for referrals into the service and service users

General

- To maintain key relationships to high standards at all times
- To attend and participate in team meetings as required.
- To adhere to the organisations Health and Safety Policies and Procedures
- To undertake personal development and attend any relevant training
- To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post

The Benjamin Foundation fully embeds the Nurtured Heart Approach in all that it does and staff will adopt this approach as part of their practice.

The Benjamin Foundation reserves the right to alter the content of this job description following consultation, to reflect changes to the job or services provided without altering the general character or level of responsibility.

This post is subject to a full and satisfactory DBS disclosure.



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Name of Job Holder:	
Signed Job Holder:	Date:
Name of Line Manager:	
Signed Line Manager:	Date:

Specialist Short Breaks Support Worker – Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	Hold/working towards a Level 2 qualification in children and youth people, SEND or other relevant qualification for the role.		•	Certificate Application Form
	First aid qualification		•	Certificate Application Form
Experience	Experience of group work for children with disabilities and or similar experience	•		Application Form Interview
	Experience of following plans in place for children and young people.		•	Application Form Interview
	A good understanding of the legislative frameworks surrounding the area of specialism. <i>OR: Experience of working within the specialist area.</i>	•		Application Form Interview
Knowledge & Skills	Working knowledge of the issues facing children and young people with disabilities.	•		Application Form Interview
	Ability to make rational, well thought out decisions and work as part of a team.		•	Interview
	A good understanding of child development issues affecting children's and young people's vulnerability and resilience.	•		Application Form Interview
	Ability to respond quickly and with flexibility to emerging needs	•		Interview



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	Knowledge of Safeguarding procedures	•		Interviews
Personal Qualities	A determination to provide a high quality of service	•		Interview
	Resilience	•		Interview
<i>Confident</i>	Self-aware reflective practitioner	•		Interview
<i>Competent</i>	The ability to support and work alongside others and support colleagues	•		Interview
	Integrity, honesty, fairness and a commitment to the service	•		Interview
	A good understanding of the need for confidentiality	•		Interview
<i>Collaborative</i>	The ability to relate well to children, young people, colleagues and partner organisations	•		Interview
	Hard working, flexible and able to demonstrate common sense	•		Interview
<i>Nurturing</i>	The ability to work to ensure the safety of staff, volunteers and service users	•		Application Interview
	An ability to communicate clearly and effectively via email, telephone and face to face, sometimes dealing with complex issues	•		Interview
<i>Independent</i>	Ability to work independently, whilst maintaining regular communication with stakeholders	•		Interview
<i>Progressive</i>	A willingness to undertake training appropriate to the post To include: Safeguarding Nurtured Heart Approach First Aid Equality and Diversity Professional Boundaries GDPR	•		Interview



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	Health and Safety			
Additional	The willingness to contribute to the wider Benjamin Foundation success story	•		Interview
	Full driver's licence and access to vehicle or the ability to get to the venue.	•		Application form