



**THE FED**  
**Job Description**

---

<b>TITLE:</b>	<b>Sessional Worker (Generic)</b>
<b>PLACE OF WORK:</b>	THE FED
<b>DEPT:</b>	<b>All Age Community Services</b>
<b>RESPONSIBLE TO:</b>	All Age Manager
<b>DATE JOB DESCRIPTION REVIEWED:</b>	April 2017
<b>Salary:</b>	£8.70 per hour

---

**JOB PURPOSE:**

To provide practical and emotional support to a range of community groups provided by the All Age services at the Fed, for the Jewish community.

Groups can include:

\*Children with additional needs in groups and play schemes held on site within our Children's centre or within the local community.

-Offering support to children with a physical/learning disability.

\*Adults through our Community Cafe

\*Adults with mental health needs at our Drop In service and monthly Bagel Brunch.

---

**COMMITMENT TO OUR VALUES:**

To work with both service users and colleagues, in a way which is in line with the values of the organisation, namely which:

- Supports people's right to privacy
- Respects people's dignity
- Recognises people's human rights
- Permits zero tolerance of all forms of abuse
- Enables people to maintain the maximum possible level of independence, choice and control
- Treats all people as individuals
- Supports people to freely express their needs and wants
- Demonstrates respect and integrity in all our work with people

---

**Main duties and responsibilities:**

Provide practical support to enable to groups to run smoothly  
Setting up play activities for the children that attend the sessions  
Setting up group activities for adults  
Minimising risks and ensuring safe play  
Encourage participation in activities  
Maintain records and submit reports as required.  
Collecting and recording of group payments  
Promote the ethos of person focussed care  
Provide personal care and support within the group which could include supporting the child with meals, nappy changing for some children.  
Support the Group Lead to plan and provide appropriate play and leisure opportunities  
Respect cultural customs, individuality, values, sexuality and spiritual beliefs.  
Develop and maintain supportive relationships with other team members and colleagues within the Fed  
Act proactively in an emergency situation and provide assistance as directed.  
Adhere to policy and procedure to prompt or administer medication in line with the care plan (Children's services only)  
To report concerns and incidents to line manager at the earliest opportunity.  
Undertake other appropriate duties as directed by the line manager, in the interests of the individual and the service.  
**The above is not intended to be a comprehensive list of duties, you will be expected to perform other ad-hoc duties according to the demands on the service.**

---

**General Responsibilities**

- To work in accordance with the organisation's mission, vision, strategic plans, policies and procedures.
- To work in accordance with the Skills for Care code of practice for social care workers and Care Quality Commission (CQC) regulations.
- To behave in a manner that reflects positively on the organisation at all times.
- To demonstrate a commitment to the safeguarding and welfare of vulnerable adults and children.
- To promote equality of opportunity and anti-discriminatory practices.
- To assist in monitoring and maintaining quality standards across the organisation.
- To demonstrate an understanding and commitment to the principles of confidentiality.
- To work in a manner that is sensitive and empathetic to the culture of the Jewish Community.
- At all times ensure effective and efficient use of the THE FED's resources.

---

**Health & Safety**

- All employees are subject to the Health & Safety at Work Act.

- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- To undertake duties and responsibilities in full accordance with the organisation's Health & Safety policy and procedures.
- To co-operate with policies and procedures to enable the organisation to comply with its obligation under Health & Safety legislation.
- To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.

---

### **Training and Development**

- Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.
- To attend and participate in supervision sessions and an annual personal review.
- To attend and participate in staff meetings.
- To contribute to the learning of other staff.
- To employ the skills and knowledge gained from training back in the work environment and to evidence your progression through measure of competencies in supervision with your manager.

**This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder.**

Post Holder \_\_\_\_\_  
(print name)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Dept/Floor-----