



JOB DESCRIPTION

Job Title: PiP Sessional Worker
Accountable to: PiP Deputy Manager
Accountable for: PiP Service Users
Working hours: 1) Permanent full time. 37 hours per week with occasional evening and weekend working as required.
2) Flexible bank staff. Zero hours contract. Requirements and commitments to be discussed with individuals and based on service needs.

Salary: £21,000

Job Summary: The post of Sessional Worker is to support PiP Development Workers to deliver a flexible programme of learning and development opportunities for adults with learning disabilities.

This involves acting on the instruction of Development Workers to support their session delivery, and working closely with students to ensure they are able to actively participate in sessions giving them the maximum opportunity to learn and develop.

The role incorporates session development and delivery, monitoring and evaluation of student progress, key working responsibilities and an expectation to be involved in the organisation's wider work.

This role will focus on Health and Wellbeing and Independent Living Skills.

DUTIES AND RESPONSIBILITIES

1. Supporting Development Workers to deliver a flexible programme of learning and development:

- Acting under the guidance and instruction of Development Workers to deliver 1:1 and group learning sessions in a person-centred manner.
- Working closely with students in a mixture of one-to-one and smaller group settings, supporting them to actively participate in the session and to have access to opportunities for learning and development
- Act on the instruction of Development Workers to ensure the classroom is set up in a way to create a safe, practical and relevant environment for the delivery of the session.
- Monitoring and evaluation of students' achievements, recording progress or regression with regards to their individual and session specific goals



2. Supporting service users to achieve their potential by taking part in PIP's programmes and activities, including:

- Shadowing Co-ordinators and Development Workers and learning the PiP approach to session delivery.
- Once experienced, taking the lead in planning and delivering sessions.
- Engaging service-users in health and wellbeing related activities such as sports and healthy eating
- Give adults with learning disabilities the skills to travel independently by travel training them to learn key journeys safely and confidently.
- Assisting service users to access and maintain work experience opportunities.
- Supporting service-users to take part in social and leisure activities during holiday periods (occasional out of hours working will be required)
- Working closely with service users to develop their circles of support and enabling them to engage with their local communities
- Keeping all students safe and maintaining a high standard of Health and Safety practice.

3. Taking a key role within the PIP team to ensure that PIP maintains a high quality, responsive service and provides a safe and supportive environment for service users and staff, including:

- Maintaining accurate records of which students are in or out of the building
- Supporting new/agency Sessional Workers to understand and fulfil the duties associated with the role
- Actively participating in fundraising events and activities
Promoting PIP and representing the organisation within various contexts
- Establishing, developing and maintaining strong positive working relationships with families, case managers and other stakeholders in support of student needs
- Maintaining exemplary communication with staff, service users and other partners, providing reports and information on the service when required
- Working flexibly, including working occasional early mornings, evenings and weekends in the delivery of an exceptional service
- Driving forward best practice by working within (and contributing to) the framework of PIP's policies and procedures to ensure a high quality of service; including but not exclusive to safeguarding the health and safety of service users, maintaining confidentiality of information and ensuring excellent equal opportunities practice in all aspects of the role



PERSON SPECIFICATION

Job Title: PIP Sessional Worker

1. Personal Qualities (Essential)

We are looking for somebody who:

- A. Can see solutions, not problems
- B. Is a creative thinker
- C. Is adaptable and resilient
- D. Is positive, dynamic, upbeat and enthusiastic

2. Essential experience and knowledge

- A. Experience working with people with learning disabilities, or a similar vulnerable client group
- B. 1:1 work with vulnerable service users such as key working
- C. Supporting service users in a variety of settings, both internal and external; for example, in the classroom, at home, in the community and on public transport
- D. Understanding of and commitment to a person-centred approach to working with people with learning disabilities
- E. Understanding of Safeguarding of Vulnerable Adults, risk assessments and capacity of adults with learning disabilities
- F. Understanding/knowledge of national and local legislation and policy decisions affecting people with learning disabilities
- G. An interest in health and wellbeing and/or independent living skills

3. Essential skills and abilities

- A. Willingness to learn about person centred planning and working.
- B. The ability to communicate effectively, both verbally and in writing, including the ability to maintain accurate records and produce reports
- C. Team working; sharing ideas, providing support to the wider team and students; receiving support and guidance to build experience and knowledge
- D. Maintaining positive relationships; able to communicate positively and effectively with all team members
- E. Able to work independently and manage a large and varied workload



- F. Able to establish, develop and maintain constructive and professional relationships, both internal and external, with a wide variety of professionals and carers
- G. Proficient in the use of MS Office, internet and email
- H. Ability to take a flexible approach to work, including flexible and out of hours working, supporting fundraising events and accommodation of service developments

4. Desirable:

- A. Able to facilitate high quality learning sessions for adults with learning disabilities
- B. Experience of supporting effective and meaningful communication with service users with complex communication needs
- C. Ability to manage and complete projects, including delegation of tasks and monitoring and evaluating of general progress
- D. Experience of travel training service-users, including processing of referrals, completing ongoing assessments, training, shadowing, and transitions to independent travel
- E. NVQ/ QCF Level 3 in Health and Social Care
- F. Experience of teaching and relevant associated qualifications, for example PTLLS
- G. Intermediate to fluent in second language other than English, particularly Arabic