

JOB DESCRIPTION

JOB TITLE:	SESSION COORDINATOR
ACCOUNTABLE TO:	SERVICE MANAGER
HOURS:	16
LOCATION:	PETERBOROUGH

Main Purpose of Role: -

You will be responsible for the planning, development, evaluation and ongoing assessment for the people in your sessions. You will need to write annual reports with regards to the progress each individual has made. You will also need to collate written and photographic evidence of progress throughout the year.

You will be involved in a wide range of activities, these will be both on site and well as out in the local community.

You will exhibit a professional image always at all times.

You will respect confidentiality – The Data Protection Act 1998

Key Responsibilities

- Plan, deliver and evaluate all sessions that you are responsible for.
- Provide motivating and engaging activities within your sessions.
- Promote a safe environment at all times.
- Read and follow care and support plans and risk assessments accordingly.
- Ensure the smooth running of sessions / environments.
- Develop areas of the curriculum/programme.
- Mentor individuals who access the service.
- Complete all relevant documentation as directed by the Service Manager
- Effectively manage behaviours which challenge the service.
- Record progress of learning outcomes.

Additional Duties

- Support individuals during lunch and break times.
- Carry out physiotherapy programmes as necessary.
- Work as part of a diverse staff team.
- Hold a clean driving licence (D1) to drive minibus and transporting individuals to and from service and activities (21+, driving 2 years)

- Attend all meetings.
- Meet the personal, medical and physical needs of each individual.
- Attend and complete all necessary training within allotted timescales.

Terms and Conditions of Service

- Staff will be employed under the terms and conditions normally applicable to employees of The Helping Hands Group.
- This post is subject to a 6-month probation period.
- The post comes with 35 days holiday (pro rata and fixed dates in line with the day service closure dates)
- 3 months' notice period after successful completion of probationary period.
- The main duties of the post are outlined above, but these may be subject to review and amended accordingly to the needs of the service.
- The post holder may be required to undertake other duties as instructed by the Group Director.
- You will be required to provide an enhanced DBS check – this will need to be renewed every 3 years.
- You will be given a free uniform, long service benefits, access to an employee assistance programme and a day off for your birthday.