

Session Lead/Support Worker

Job Description

Job Title: Session Lead/ Support Worker

Location: Various locations across Staffordshire

Key Responsibilities:

- Prepare for sessions – set up activities, prepare refreshments, check for hazards, check equipment.
 - Welcome families to sessions
 - Support engagement, befriending new families, peer support, signposting and information sharing
 - Clear away, clean equipment, plan for next session
 - Complete registrations and registers for session – liaise with early years administrator for non-registered parents
 - Complete case studies for performance management with support from Early Years Coordinator
 - Market sessions – design and produce displays if appropriate.
 - Safeguarding – report any concerns to the Early Years Coordinator
 - Maintain relevant risk assessments for sessions- Early Years Coordinator can support with this.
 - Adhere to Children’s Centre policies and procedures.
-

Person Specification:

- Can do attitude
- Creative thinking
- Good communication skills
- Good organisational skills
- Be able to lone work
- Monitor work completed
- Manage own time
- Record and report new developments in local area

No qualifications or experience necessary. Full training will be provided where appropriate to role.