

Job Description

Role Title:	Sparkle Session Supervisor
Responsible to:	Activities Development Officer
Location:	Caerphilly Children's centre
Salary:	£ 10.20 per hour
Hours:	Friday 16.30 – 18.45 (term time) Saturday 09.15 – 11.30 (term time)

Job Purpose

To supervise Sparkle activities and clubs, ensuring quality provisions are delivered within a safe and stimulating environment, for children and young people with a disability or developmental difficulty aged 0 -17 years.

Key Results Areas

1. Provide support and supervision to play workers and volunteers ensuring they deliver a quality service to children and young people accessing the service.
2. Create sessions where all children and young people with a disability or developmental difficulty can experience a wide range of opportunities, ensuring they are involved in the planning process through promoting the National Participation Standards.
3. Assist in the promotion of the Sparkle activities and clubs to ensure participation is maximised.
4. Monitor the appropriate use of club equipment and maintain levels of stock.
5. Effectively communicate with parents, before and after sessions to provide them with information on the activities/events the children/young people participated in.
6. Ensure both quantitative and qualitative data is collected at the club, as requested by the Sparkle charity.
7. Maintain strict confidentiality related to information held concerning children and their families.
8. Assist in the promotion of Sparkle as a charity.
9. To participate in all necessary external and internal training as required by line management.
10. Undertake all administrative duties and evaluation work relating to the club to the required standard.
11. Provide written and verbal reports to Sparkle as requested.
12. To assist in promoting Equal Opportunities for all children who attend the club.
13. Offer your time on a volunteering basis for four Sparkle events/fun days per year.

14. Any other duties commensurate with the grade of the post as directed by the Line Manager.

Note: Pre-employment recruitment

Prior to employment commencing all staff are subject to an occupational health assessment and Enhanced Disclosure and Barring check with a children barred list check. Once these checks are completed employment can commence. We are a small charity and recruitment costs are high and therefore if a candidate accepts our offer of employment and subsequently decides to withdraw before commencement or within induction period Sparkle will seek to recover these costs from the candidate.

Disclosure and Barring Service

This post is subject to an enhanced Disclosure and Barring check with a

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared.

Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

All staff are required to sign up for the DBS update service once they have received their certificate, annually staff are required to provide evidence from the update service.

Supervisory Responsibilities

Play workers / Volunteers

Supervision Received

Activities Development Officer

Principal Contacts

Children/young people
 Parents/Carers

Sparkle is committed to Safeguarding and Promoting the welfare of children, young people and vulnerable adults.

Person Specification

	Essential	Desirable	Indicated by
Qualifications	<ul style="list-style-type: none"> 5 x GCSE's (grades A-C) or equivalent 	<ul style="list-style-type: none"> Level 3 childcare qualification (or willingness to work towards within the first year) First aid Qualification Qualification in 	<ul style="list-style-type: none"> Application Form

		youth work, sports, childcare or inclusive education	
Experience	<ul style="list-style-type: none"> • Experience of working with children/young people with a disability or developmental difficulty • Experience of planning activities 	<ul style="list-style-type: none"> • Experience of working with volunteers 	<ul style="list-style-type: none"> • Application Form & Interviews
Knowledge	<ul style="list-style-type: none"> • Excellent understanding of Customer Care • Knowledge of play principles 	<ul style="list-style-type: none"> • Knowledge and understanding of the relevant policies relating to play • Epilepsy Awareness 	<ul style="list-style-type: none"> • Application Form & Interviews
Professional Skills	<ul style="list-style-type: none"> • Ability to interact with children & young people • Establish good working relationships with staff and volunteers • Are able to adapt quickly and flexibly to situations to ensure the smooth running of sessions should unexpected events occur • Are polite and courteous at all times, regardless of the situation • Good Administration skills 	<ul style="list-style-type: none"> • Ability to lead a team 	<ul style="list-style-type: none"> • Application Form, Interviews & references
Personal Attributes	<ul style="list-style-type: none"> • Passionate about increasing social opportunities • Motivated • Adopt a friendly, happy, welcoming approach • Approachable • Excellent Communication skills • Reliable and committed • Organised 		<ul style="list-style-type: none"> • Application Form, Interviews & references

	<ul style="list-style-type: none">• Able to work as part of a team• Show empathy, patience and understanding		
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