

Sessional Practitioner Role Description and Specification

ROLE:	SAFE! Sessional Practitioner (Self Employed)
LOCATED:	Buckinghamshire (South Bucks and surrounding areas)
RESPONSIBLE TO:	Senior Support Coordinators
PAYMENT:	Invoices will be paid monthly for the delivery of sessions at a rate of £25 per hour. Payment is made for all hours worked delivering casework sessions as well as the required preparatory work, feedback on each session and supervision with the Senior Support Coordinator. Travel time will also be reimbursed at a rate of £10 per hour.

Sessional Practitioners, contracted on a freelance basis, provide one-to-one and group work support to children, young people and their parent/s or caregivers across all SAFE! services. When taking on a new case Sessional Practitioners agree to work to a tight schedule including contacting clients and offering appointments within a week of receiving a referral.

We are seeking people with extensive experience of working in a supportive role with children and young people, and ideally with a professional qualification in social work, teaching, youth work, probation, counselling or equivalent. To meet the demands on our services we are particularly keen to hear from practitioners who are based in Buckinghamshire, ideally around Wycombe and South Bucks districts.

Key Responsibilities of Role

1. To ensure that you meet the conditions of your agreement as a Sessional Practitioner for SAFE!
2. Taking referrals and delivering an individual service to young people or parents who have been accepted into SAFE! for support, providing appropriate support – which could be home-based, at school, groups or remotely via video conferencing, telephone/email, and text.
3. Conduct assessments and design individual intervention plans based on the individuals' needs and wishes.
4. Support parents/carers so that they can effectively support their child.
5. Liaise with the referral agency and keep in close contact with your supervisor.
6. Keep up to date and clear records of all case work on the SAFE! case management system.
7. To submit invoices on a monthly basis for all work undertaken.
8. To conduct an informal risk assessment of this activity and to draw on support your Supervisor as required.

9. To safeguard the welfare of the young people you work with and anyone else involved during your work for SAFE!
10. Help to facilitate structured group sessions with young people and/or parents.
11. Evaluate your work with each individual by completing evaluation forms, and completion of a case summary to your Supervisor and the referrer when your work is completed. Please note that the evaluation requires information to be gathered before and after work with the young person.
12. Undertake training as determined by your Supervisor
13. Make yourself available for and group and individual supervision
14. Comply with SAFE! policies and procedures, including Data Protection, Safeguarding and Confidentiality policies.
15. Taking out appropriate professional indemnity insurance cover.
16. Declaring self-employed earnings to the Inland Revenue and completing tax returns.
17. To carry out your work in accordance with relevant SAFE! procedures and guidance, including in relation to Safeguarding Adults and Children, Data Protection, Health and Safety, Equality and Diversity, and the UN convention on the Rights of the Child.

Conditions of service

Sessional Practitioners are contracted on an irregular and occasional basis and are free to accept or refuse a referral according to their wishes. This means that no action can be taken against a Consultant Sessional Practitioner who decides they do not wish to take a case. However, if they do not take on any case work within 2 months of completing the Protective Behaviours training, they will be liable to repay SAFE! the full costs of the training. Consultancy does not attract sick pay or other employment benefits and you must commit to paying tax and national insurance on your earnings.

Criminal records and references required

As SAFE! works with vulnerable young people and adults an enhanced DBS check is required to undertake this role. DBS checks will be renewed on a 2-year basis.

We will require you to keep the copy of your current DBS check and be ready to produce it at any time it should be requested, for example when visiting external venues such as schools.

We will also require 2 references from people who have known you in a professional capacity (e.g. current/former employer) who can vouch for your reliability and honesty. These two people must not be related to you and must have known you for at least 3 years.

Self-employment

If otherwise employed, it is the Sessional Practitioners responsibility to let their employer(s) know that they are engaging in this contract and to ensure that their commitment with SAFE! doesn't interfere with their other work and that they aren't working excessive hours. Sessional Practitioners are required to provide their Unique Tax Reference Number as evidence that they have registered as self-employed.

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	Essential	Desirable
Educational Achievements, Qualifications and Training	<p>Professional training in social work, teaching, youth work, counselling, probation or equivalent.</p> <p>Experience of working with children and young people.</p>	<p>Training in Protective Behaviours</p> <p>Training in Restorative Justice</p> <p>Training in Children’s Rights</p> <p>Training in trauma informed approaches</p> <p>Training in Domestic and/or Sexual Abuse recovery or support</p> <p>Training in Child and Adolescent to Parent Violence and Abuse (CAPVA)</p>
Experience	<p>Experience of work with children or adolescents in a supportive role</p>	<p>Experience of working in a supportive role with children as young as 5 years old.</p> <p>Experience of supporting parents/carers of vulnerable children.</p> <p>Experience of working with children with a history of trauma.</p>
Job Related Aptitude and Skills	<p>Excellent communication skills</p> <p>Ability to write to a high standard and keep up to date records.</p> <p>Ability to work independently to given tasks, meeting deadlines within time scales.</p> <p>Understanding of and ability to work sensitively.</p>	<p>Understanding of and ability to apply restorative justice principles in practice</p> <p>Skills in effective supervision</p>
Personal Qualities	<p>Ability to understand the perspective of a wide range of other agencies.</p> <p>Commitment to a high standard of professionalism.</p> <p>Ability to work with a diverse client group</p> <p>Ability to cope with rapid change and pressure of changing and developing systems</p>	
Understanding / Knowledge	<p>Knowledge of relevant legislation</p> <p>Understanding of and commitment to Children’s Rights</p>	<p>Knowledge of a range of effective interventions with young victims.</p> <p>Knowledge of issues related to sexual and/or domestic violence.</p> <p>Knowledge of interventions and approaches with families affected by Child and Adolescent to parent Violence and Abuse (CAPVA)</p>
Special Requirements	<p>Able to travel across county to carry out duties for this role</p> <p>Current DBS check</p>	<p>Full driving licence</p> <p>Able to work unsociable hours</p>
Equal Opportunities	<p>Able to demonstrate commitment to anti-discriminatory practice</p>	

