

## Job Description **SEND Session Leader – Lifeworks Learning Hub**

<b>Reporting to</b>	Senior Coordinator Lifeworks Hub / Disability Managers
<b>Service Area</b>	Children and Young People (CYP) - Disability Services
<b>Location</b>	YMCA Sovereign Centre, Slipshatch Road, Reigate. RH2 8HA.
<b>Hours of work</b>	21 hours per week 8.30am-4:00pm - including 30m unpaid break Monday-Friday – 3 days per week - Term-Time only
<b>Holidays</b>	Five weeks Annual Leave plus bank holidays. Holidays increase after two years' service to a maximum of six weeks after six years' service. The holiday year runs from 1st April to 31st March each year. <b>(Pro-rata depending on hours and percentage added to pay) All Holidays to be taken out of term-time.</b>
<b>Probation Period</b>	6 Months
<b>Contract Type</b>	Permanent Part-Time (Term-Time only)
<b>Grade and Salary</b>	£14.76 per hour Pro-Rata: £12,088 FTE: £26,832

### About us

YMCA East Surrey is a vibrant charity that has been actively supporting the local community since 1870. We help people to believe in themselves, support them to achieve their goals and inspire them to be the best they can be by providing services that focus on those who are vulnerable, have a disability or face disadvantage.

### Children and Young People (CYP)

YMCA East Surrey believes in children and young people and seeks to offer inclusive services and activities that support them to make the best start in life by staying safe, being healthy, enjoying and achieving, and making a positive contribution to society. In February 2026, CYP employed 325 permanent and contracted staff and casual workers. We work with over 9,000 children and young people every year. In FY27 budgeted income was more than £5.4 million – 64% of YMCA East Surrey's total income.

Children and Young People has four service areas:

- Youth and Family Services – including Family Centres offering targeted and early intervention support, centre based and detached youth work.
- Childcare and Children's Activities – including Pre-schools, out of school childcare, sports and recreation, creche and parties.
- Emotional Wellbeing and Mental Health – including one-to-one and group therapeutic services in schools and community settings.
- Disability Services – including Short Breaks respite play and youth clubs, LifeWorks Alternative Education Provision and Face2Face parent/carer support

### Job Purpose

We are an approved Surrey Alternative Provider for educational placements supporting Children and young people aged 16-25 with a disability and complex learning needs. Our inclusive learning Hub provides a stimulating and varied timetable where our Learners thrive in a small group setting. We design individual outcomes-based Learning plans which can include Asdan course modules, life skills activities, such as wellbeing, training, transition planning, community visits and gardening.

Your role as Disability leader, is to lead and deliver an Alternative Education Provision for Learners, providing high-quality, person-centred care. Ensure their safety, wellbeing, and positive development, while maintaining compliance with safeguarding, regulatory, health and safety, and organisational standards. Leading a team of LSA's to ensure they provide timely opportunities and support in planned lessons and learning activities, recording outcome evidence across the Hub. Ensuring the sessions are stimulating and engaging meeting individual needs and adhering to safe practices and assisting Coordinator in planning with a view to creating a high-quality learning provision.

## Key Responsibilities

### Service Delivery and Leadership

1. To take responsibility for the day-to-day structure and smooth running of the Learning Hub.
2. Daily delivery of Hub timetable and lead planned learning sessions following Individual Learning Plan (ILP'S).
3. Lead a team of Learning Support Assistants and volunteers, supporting them with their roles including managing distress behaviours, sensory engagement and intensive interaction and knowing when to get further support from more senior team members
4. Complete daily staff allocations, building risk assessment, and staff daily brief and de-brief.
5. To ensure that the service provided is safe, high quality and appropriate for the Learners.
6. Act as the responsible person in charge when the Coordinator is unavailable.
7. Keep records of attendance and collate data on learning outcomes with evidence recorded from the team, providing reports on progression and identify any extra support or adjustments to student learning plans as required.
8. Adapting learning sessions to meet the need and emotional wellbeing of Learners where needed.
9. To ensure that resources are set up and packed up while being kept neat and tidy as well as to inform the coordinator/manager if extra resources are required.
10. Complete daily Learner home books.
11. Lead on trips to ensure they are run smoothly, safely and ensure all staff are following risk assessments, policies and procedures to ensure all children and young people are safe.
12. Handover with parents and families at beginning and the end of the day ensuring they are kept informed of incidents/ accidents or other issues relating to their Learner.
13. Supervise activity environments to maintain physical and emotional safety, completing risk assessments and accurate records of accidents, injuries, incidents, medication administration and health and safety concerns.

### Personal care and Learner Support

1. Ensure high-quality, person-centred support is provided to Learners following and understanding care plans, ILP's, behaviour support plans, and risk assessments.
2. Ensure that all Learners upon their arrival are welcomed and feel comfortable and valued enabling the development and improvement of self-esteem, self-confidence and positive experiences.
3. Oversee and provide personal care, always ensuring hygiene, privacy, dignity, and appropriate recording.
3. To ensure and receive medication from Parents/Carers, check, record and store safely following procedures and administer, where necessary, after appropriate training, medication for Learners keeping accurate and up to date records.
4. Oversee Team Support for Learners with eating and drinking as outlined within their care plan and guidelines.
5. Assist and supervise moving and handling Learners with restricted mobility, including hoisting and use of mobility equipment, after appropriate training.
6. Implement and ensure regular use of aids to support communication and sensory impairment needs.
7. Provide high level of diligence and surveillance for all the children/ young people, including personal hygiene, behaviour, and nutrition, feeding back any new observations to the coordinator.

### Activity Planning and Engagement

1. Prepare and plan Learning sessions with planning documents to ensure smooth running of the day. Including allocation of staff members, toileting record, daily staff logs and lunch rota.
2. Contribute to the planning, organisation and delivery of activities, ensuring they are adapted where appropriate to be accessible to all children and young people to the best of their abilities, using and checking Learner Care Plans and ILP's.
3. Collect Learners feedback and evaluation, using this input to adapt the day and use to shape service.
4. Supporting with promotional tasks including taking photos and providing articles for Coordinator to use for promoting Hub Services.
5. When required to ensure that appropriate care plans and risk assessments are carried out for specific students to meet any additional needs.

## Teamwork, Communication and development

1. To be flexible to meet the needs of service including covering sites aside from usual site.
2. Attend YMCA East Surrey staff meetings, training and staff development events, as appropriate, to ensure continuous professional competence and development.
3. Lead and work as part of a team to ensure high-quality service delivery. Build positive and professional relationships with children, young people, and colleagues.
3. Support promotional activities, including taking photos for marketing and fundraising purposes.
4. Gather and evidence Learner's choices and feedback to inform planning.
5. Work collaboratively with the coordinators/ managers to meet service objectives.
6. Attend staff meetings, training, and development events to maintain the knowledge and skills required for this role

## General

1. Represent YMCA with professionalism and compassion, maintaining a positive and inclusive public image at all times
2. Participate in supervision, appraisal and learning and development, taking responsibility for maintaining the knowledge and skills required for this role
3. Take responsibility for your own health and safety and that of others, reporting any risk promptly
4. Work within YMCAES policies and adhere to the terms outlined within them
5. Undertake any other duties and responsibilities reasonably requested by the Coordinator / Manager

## Key Working Relationships

- Parent/Carers – Handovers with parents and families. Communicate effectively to keep them informed of progress, incidents, concerns or other issues relating to their CYP.
- Children and Young People/learners - to provide safe, inclusive, and engaging learning, play and social activities, support individual needs, promote independence, and ensure positive experiences.
- YMCA Colleagues – co-operate on safeguarding, health and safety, and activity planning and delivery. Work collaboratively and lead/ coach a team of Learning Support Assistants and Volunteers to follow care plans and risk assessments and provide consistent support.
- External venue staff and Activity Providers – effectively communicate and build a professional working relationship to ensure a safe, effective and high-quality service is provided.

## Scope of the Role and Limits of Authority

### Specialist Resources

- Assist with moving and handling of children/adults with restricted mobility, after appropriate training, including hoisting and use of mobility equipment.
- Implementation of individual care plans, ILP's, behaviour support strategies, and risk assessments. Additionally, leading a team of Learning Support Assistants to implement these.
- Handling and administration of Medication.

### Information and Communication Resources

- Responsible for accurate completion of accident/incident and safeguarding reports.
- Maintain accurate records and be responsible for accurate completion of all session-related paperwork
- Handling of sensitive personal and medical information including care plans, in line with data protection and confidentiality policies.
- When required to ensure that appropriate care plans and risk assessments are carried out for specific Learners to meet any additional needs.

### Material Assets

- Maintain Learning Hub educational resources and technology
- Communication resources (e.g. PECS, visual timetables, sensory equipment) to support Learners.
- Delivery sites at YMCA and external organisations including building security/safety, contents, equipment and resources.
- Use of specialist equipment in line with training (e.g. moving and handling equipment, sensory aids). other YMCA resources/ equipment.

### Legal Regulatory and compliance responsibility

- Ensure compliance with Safeguarding legislation and organisational safeguarding policies and follow guidance from relevant regulatory bodies as required.
- Ensure compliance with UK GDPR and organisational data protection policies at all times.

## Person Specification

	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Introduction to safeguarding children and safeguarding adults or willingness to undertake.</li> <li>• Food hygiene training or a willingness to complete this.</li> <li>• Child Care / Adult Work in education level 3 or equivalent qualification (or working towards) or a willingness to work towards this.</li> <li>• Relevant training in positive behaviour management, positive touch and epilepsy.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant training in positive behaviour management, positive touch and epilepsy.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supporting others in their work with children and young people who have learning disability or SEND.</li> <li>• Experience working in an educational, or social care setting.</li> <li>• Experience of Leading a team independently.</li> <li>• Experience of running activities for children and young people and adults.</li> <li>• Experience of positively managing behaviour in various situations</li> <li>• Living or working experience with children or adults with disabilities and additional needs.</li> <li>• Experience of planning, organising and carrying out tasks e.g., music, drama, art and cooking sessions.</li> <li>• Experience in leading educational sessions for CYP with EHCP with set learning outcomes, ILP's.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of handling and administering medications. Willingness to undertake imitate care.</li> </ul>
<b>Key Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge of Safeguarding Children and Adults at Risk practice or willingness to learn.</li> <li>• Ability to always hold the well-being and positive development of children and young people as paramount.</li> <li>• Knowledge of the importance of play and youth work for children and young people's development.</li> <li>• Demonstrate a positive and can-do attitude.</li> <li>• Communicates clearly and appropriately for different audiences, using inclusive language and adapting communication style based on feedback.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Handles sensitive information confidentially.</li> <li>• Escalates issues appropriately and seeks collaborative solutions.</li> <li>• Collaborates effectively within a diverse team, values different perspectives and contributes to a positive and inclusive working environment</li> </ul>	<ul style="list-style-type: none"> <li>• Car driver</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to equality, diversity and inclusion in all aspects of work and understanding of how it applies to own role</li> <li>• Values collaboration and respect for different perspectives</li> <li>• Open to learning and continuous development</li> <li>• Commitment to the YMCA's Values, Aims and Purposes</li> <li>• Kind, Caring and committed to ensuring children's needs are the highest priority</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to travel to other venues as required for the role. The organisation will consider reasonable adjustments and alternative arrangements to support this requirement.</li> <li>• Flexibility to occasionally work outside standard hours, including evenings and to undertake overnight stays, when necessary, with advance notice and support provided</li> </ul>	

## Employee Declaration

I confirm that I have read, understood and agree to the expectations outlined in this job description

Name:

Date:

Signed: