



<b>Role</b>	Children's & Young Persons SEND Worker	<b>Department</b>	Youth and Community
<b>Reports to</b>	Out of School Club Manager	<b>Contract Type</b>	Contracted Hourly

### Job Summary

The Children's and Young Person's SEND Worker will work alongside a dedicated, collaborative, and passionate team committed to making a real and lasting difference in the lives of children and young people with Special Educational Needs and Disabilities (SEND). The post holder will use their skills, knowledge, and experience to support, empower, and advocate for children and young people, enabling them to achieve their full potential within a safe, inclusive, and nurturing environment.

### Key Responsibilities

<b>Child Supervision &amp; Care</b>	<ul style="list-style-type: none"> <li>• Supervise children and young people with SEND in a safe, inclusive, and nurturing environment.</li> <li>• Promote wellbeing, independence, and positive social and emotional development.</li> <li>• Build positive and trusting relationships with children, young people, and families.</li> <li>• Provide individualised support in line with identified needs, care plans, and risk assessments.</li> </ul>
<b>Activity Support &amp; Delivery</b>	<ul style="list-style-type: none"> <li>• Support the delivery of engaging and accessible activities for children and young people with SEND.</li> <li>• Adapt activities and resources to meet a range of additional needs and abilities.</li> <li>• Encourage participation, confidence, creativity, and independence through activities and group sessions.</li> <li>• Assist with preparing, setting up, and maintaining activity spaces and resources.</li> </ul>
<b>Communication &amp; Engagement</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with children, young people, families and those accessing our service.</li> <li>• Use a range of communication methods to meet individual needs and promote inclusion.</li> <li>• Maintain positive relationships with parents/carers and provide appropriate feedback when required.</li> <li>• Record and share information accurately while maintaining confidentiality and professionalism.</li> </ul>
<b>Health Safety &amp; Safeguarding</b>	<ul style="list-style-type: none"> <li>• Follow safeguarding policies and procedures to ensure children and young people are protected from harm.</li> <li>• Maintain a safe, clean, and supportive environment in line with health and safety requirements.</li> <li>• Identify and report safeguarding concerns, incidents, or accidents appropriately and promptly.</li> <li>• Promote the physical, emotional, and mental wellbeing of children and young people.</li> </ul>
<b>Teamwork &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with colleagues and external professionals to provide high-quality support.</li> <li>• Contribute positively to team meetings, planning sessions, and reflective practice.</li> <li>• Support the day-to-day running of activities, services, and group sessions.</li> <li>• Contribute to a positive, professional, and inclusive team environment.</li> </ul>
<b>Working Pattern</b>	<ul style="list-style-type: none"> <li>• fully flexible to meet the needs of a youth, community and wraparound care facility.</li> <li>• Hours include early mornings, days and early evenings, in line with the Wraparound Rota.</li> </ul>

### Education and Qualifications

- Childcare (or) SEND (or) C&YP Qualification (Level 2 or above)
- Safeguarding Children's & Child Protection
- Youth Work or related field an advantage
- Paediatric First Aid (or willing to undertake)

### Skills and Competencies

- Experience supporting children and young people.
- Background in SEND work and teaching.
- Understanding of inclusive practices and additional needs.
- Strong communication and relationship-building skills.

## Accountabilities

### Communication & Relationships

- Promote positive service delivery for external and internal users, aligning to the ethos of the YMCA.
- Ensure professional administration of all aspects of work are undertaken in a timely manner.
- Ongoing communications with department managers and service leads when required.
- Promote an open and inclusive working style.

### Information Services

- Use internal YMCA Humber Information Technology systems to support day to day delivery of your role.
- Maintain accurate records and data on organisational databases.
- Ensure Mandatory GDPR Training requirements are met on an annual basis.
- Where role requires, access and implement online external sites so as to process different admin requirements.

### Training & Development

- Attend regular one to one reviews, team meetings and reflective practice sessions with your Line Manager.
- Undertake mandatory training courses in line with YMCA Humber requirements.
- Undertake job specific training which will enable you to carry out your role and enhance your skills.
- Take an active lead in personal development activities to enable you to develop within your role.

### Policies & Strategies

- Ensure your working practice complies with all YMCA Humber policies and procedures.
- Ensure you have read and consented to all mandatory policies during your probationary period.
- Have sight of online policies aligned directly to your role, including Fire Safety, Risk and GDPR Awareness.
- Awareness of the current Values and Strategies of the organisation.

### Planning & Organisation

- Ability to plan own work schedule to support departmental targets.
- Flexibility to make decisions and contingencies to ensure effective completion of assigned tasks.
- Ability to work within the remit of the daily timetable and ensure day to day workload is completed.
- Ability to adjust methods and plans based on business needs.

### Safeguarding & Confidentiality

- Ensure effective safeguarding process are in place and adhered to at all times.
- Highlight any potential safeguarding issues, actioning where appropriate.
- Undertake full Safeguarding Training in Adults and Children's Services in line with organisational need.
- Ensure data is confidential and processed in accordance with the General Data Protection Regulations 2018.

### Conduct & Behaviour

- Conduct yourself in line with the general standards of conduct and behaviour.
- Have awareness of risk, health & safety at work and data protection requirements.
- Embrace the cultural diversity and beliefs of colleagues and service users.
- Operate in a professional and inclusive way through all aspects of your role.

### Other Requirements

- Flexibility to work across multiple locations across the Humber Region to meet the needs of the organisation.
- Undertake any other duties as may, from time to time, be required which are commensurate with the post.
- A willingness to work to a variety of hours including evenings, weekends and bank holidays.
- Commitment to the YMCA Humber Vision, Values and Christian Ethos.



Here for young people  
Here for communities  
Here for you

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