



Diverse Abilities

Dorset's Disability Charity

Job Title	Short Breaks Supervisor
Managed by	Short Breaks Assistant
Hours	Zero hours
Salary	£12.82
Location	The Treehouse
Overall Purpose	
The Short Breaks Supervisor will be responsible for the safety and well-being of children and young people with SEND during short breaks sessions at a variety of venues. They will also assist the Short Breaks Assistants in the delivery of Short Breaks during the school holidays & weekends (when cover is required)	
Key Duties	
<ul style="list-style-type: none">• Be responsible for the delivery of Short Breaks to children and young people, with SEND, to help fulfil their social needs through play / activities• Maintain Records of all sessions and submit these to the Short Breaks Assistants• Supervise staff during the sessions• Play active role as part of staff team and act as a role model for younger staff• Act as a Mentor for new staff• Report back to parents about the child/young person's experience of the activity including any incident/accident• Discuss and report any incident/accident about the children or young people with Short Breaks Assistants• Administer medication where appropriate• Support staff with personal care of the children they are supporting including the moving and assisting of children using hoists/etc.• You must achieve a level 3 – First Aid at work qualification.• Adhere to the highest standards of safeguarding procedure by reporting concerns to the Short Breaks Assistants and by being aware of the organisations policies and procedures and attending appropriate training courses.• Implement and work to all policies and procedures	

- Attend and participate in all staff meetings, training and development as identified necessary for the role and to develop one's own skills and abilities.

Person Specification

Experience	Criteria
<ul style="list-style-type: none"> • Previous supervisory experience working with children and young people in a social care setting 	Desirable
<ul style="list-style-type: none"> • Previous experience working in a care setting 	Desirable
<ul style="list-style-type: none"> • Previous experience working with disabilities 	Desirable
<ul style="list-style-type: none"> • UK Manual Driving License 	Essential

Abilities/Attitudes	Criteria
Interpersonal skills	Essential
Organisation and time management skills	Essential
Teamwork	Essential
Clear Communication	Essential
Values and respect people	Essential
Person centred approach	Essential
Physical ability to carry out necessary tasks	Essential
Problem solving and self-management	Essential

Diverse Abilities is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.