

Job Description

POST TITLE	Senior Attendance Centre Session Facilitator
LINE MANAGEMENT OVERSIGHT	Senior Attendance Centre Officer in Charge
RESPONSIBLE FOR	<p>Delivering a programme of instruction to address offending behaviour of 18 to 24 year olds who have been sentenced by the Court.</p> <p>Although Attendance Centres are primarily a punishment through the restriction of liberty in a controlled environment, the activities and instruction offered within the centres must be, at a minimum, safe and decent. The regime is also designed to strengthen desistance factors among those attending. Senior Attendance Centres must include, therefore, social education and life-skills training to;</p> <ul style="list-style-type: none"> • increase employability • maintain physical and mental health (including being aware of the effects of alcohol and drugs) • have successful relationships (including respect for parents/partners; parenting skills and social skills) • deal effectively with high risk situations (including first aid, risks of carrying weapons and gang culture).

Main Responsibilities:

<ul style="list-style-type: none"> • Work collaboratively and effectively with colleagues in the planning, preparation and delivery of group work sessions
<ul style="list-style-type: none"> • Deliver group work sessions in order to facilitate the learning of all participants to address a range of criminogenic needs
<ul style="list-style-type: none"> • Promote a positive learning environment that is safe and secure to both Staff and Service Users

<ul style="list-style-type: none"> • To manage the learning environment, ensuring facilities are well managed and organised during delivery of programmes/activities
<ul style="list-style-type: none"> • Present as a positive role model to the Service Users within the group
<ul style="list-style-type: none"> • Contribute to the management of risk by; reinforcing and rewarding, pro-social attitudes, behaviour and feelings and challenging anti-social behaviour and/or attitudes
<ul style="list-style-type: none"> • Ensure accurate and timely reporting of information relating risk and compliance to the Officer in Charge
<ul style="list-style-type: none"> • To attend any training as required of the job role
<ul style="list-style-type: none"> • Promote equality and diversity at all times and ensure that Attendance Centre sessions are delivered in accordance with the Equality Act 2010
<ul style="list-style-type: none"> • Understand and comply with Cumbria & Lancs CRC Safeguarding policies and procedures
<ul style="list-style-type: none"> • Understand and comply with Sodexo Health and Safety policies and procedures
<ul style="list-style-type: none"> • Understand and comply with emergency and fire evacuation procedures
<ul style="list-style-type: none"> • Collect, record and process personal data relating to Service Users and other individuals in line with the Data Protection Act 1998 and Cumbria & Lancs Information Security policies and procedures.

Job Evaluation

This job description has been compiled to allow the job to be evaluated using the Probation Service scheme. Any significant changes in this job description will be discussed with the post-holder in the first instance and may result in the post being re-evaluated under the scheme.

Equal Opportunities

The post-holder is required to carry out the duties outlined in this job description in accordance with the CRC's Diversity Policies. Cumbria & Lancs CRC is committed to equality of opportunity and the promotion of diversity in the delivery of its services and employment practices. It is the responsibility of every Employee to treat every individual we come into contact with through our work with dignity and respect and to work towards eliminating any unlawful or other improper discrimination.

Health & Safety

The post-holder is required to carry out the duties outlined in this job description in accordance with National and Cumbria & Lancs Health & Safety Policies and Legislation. It is the duty of every employee whilst at work to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions. Any concerns should be raised immediately through line-management structures and the Job-holder is expected to contribute to any risk assessment.

Confidentiality & Professionalism

It is the duty of every employee to maintain confidentiality and professionalism with all aspects of their work; acting in accordance with the values and objectives of the Cumbria & Lancs CRC.