

Job Description – Session Leader - School-Based Provision (SEND)

Reporting to:	Deputy Manager
Salary:	£28,500 per annum
Location:	At our school-based sites in Ealing (weekends) and Harrow (after-school clubs), with additional support at KCA Harrow during school holidays.
Hours of work:	37.5 hours a week, including regular weekend work.

Job summary

You are responsible for planning and delivering inclusive and engaging sessions for children and young people aged 5–17 with learning disabilities, autism and complex needs. You will lead Saturday and Sunday Clubs at our school-based Ealing provision and After-School Clubs at our school-based Harrow site during term time. You will also support delivery of Holiday Clubs at our KCA centre in Harrow during school breaks.

You lead the staff team during each session, and you ensure the safety, wellbeing and enjoyment of every child and young adult. You ensure that support plans for children and young adults are implemented, and everyone is supported following the Positive Behaviour Support Framework.

You lead sessions at our KCA centre in Harrow. You will be a role model for safe, responsive, creative practice and promote participation and inclusion.

Enriching and progressive activity programs include storytelling, dance, drama, music, cooking, arts and crafts, sports, group games, messy play, life skills, technology and community outings.

You practice the values of:

Kindness in your interactions with children and young adults.

Choice by offering meaningful activities that matter to the person you support.

Ambition to engage children and young adults of all abilities, helping them develop and enjoy.

You promote KCA's values, aims, policies, and procedures.

Child protection is your priority. You Speak Up against practices that do not support safeguarding and our core values. You monitor, report, and act on safeguarding matters. You proactively ensure the team safeguards and protects children and young adults from abuse.

You place the needs, preferences, and aspirations of the individuals you work with at the heart of all planning and decision-making, empowering children and young adults to achieve their goals, build independence, and live fulfilling lives.

Key responsibilities

Meet every child's and young adults' needs.

- You provide children with indoor/outdoor learning activities and outings.
- You plan and deliver activities appropriate to age and developmental needs.
- You develop plans that promote **Kindness** and an enabling environment for children and young adults with learning disabilities.
- You ensure the needs of every child and young adult are met by having **Ambition** about learning outcomes and collaborating effectively with families and professionals.

Living our values and understanding our work

- You work with your team members to maintain a clean and inviting environment with well-kept play & learning resources.
- You maintain nurturing and supportive environments for children, young adults and staff to flourish and have fun.
- You lead by example on Positive Behaviour Support framework, supporting team members' understanding to address children's needs rather than their behaviours.
- You ensure the team works in line with support plans and responds to individual assessed needs.
- You provide reflective observations that support progress and set meaningful next steps for each child.
- You contribute to regular service reports, including feedback and incidents to support ongoing quality assurance.

Leading the team

- You lead sessions across our services (afterschool, weekends, holidays) with support from deputies and playworkers.
- Coordinate the daily team during each session, ensuring good communication and safe practice including briefing and debriefing team meetings.
- You practice and promote empathy, commitment, and creativity to effectively work with children of varying abilities and diverse backgrounds.
- You demonstrate patience and resilience in supporting staff members.
- You maintain high visibility, communicate confidently, and organize effectively.
- You ensure that paperwork, digital systems, and reports are consistently updated.

Leading safeguarding and safety

- You take a proactive approach to Health and Safety and conduct thorough risk assessments for groups and 1-to-1 activities.
- You act as the session fire marshal and first aider, following all relevant emergency and medical procedures.
- You observe and promote safeguarding policies and report any concerns promptly.
- You challenge any staff behaviours or practices that deviate from KCA's values.
- You communicate with parents and professionals to facilitate safeguarding.

Improving quality

- You are a key player in ensuring KCA receives excellent outcomes in audits.
- You follow guidance to ensure KCA is Ofsted compliant.
- You implement the Positive Behaviour Support framework.
- You ensure internal policies and procedures are adhered to while also meeting external legislation and guidelines from our governing bodies.

Personal Development

- You identify personal development needs to meet professional requirements.
- You take part in induction, supervision, training, and team meetings.
- You manage your time effectively to fulfil responsibilities.

Administration

- You use Kinderly, CPOMS and other recording systems as required.

Delivering results

- You ensure that every child and young adult engages in activities.
- You record session outcomes and reflect on areas for improvement.
- You contribute to tracking progress using the Life Star model or a similar outcomes framework, helping measure children's development and engagement over time
- You always promote regulatory compliance and safe practice.
- You proactively identify and reduce potential stress triggers through thoughtful planning and responsive support.
- You make sure children's voices are central to planning and decision-making.
- You build positive, respectful relationships with families and carers.

The post holder will be part of the wider Session Leaders team. KCA provides services for children and young adults aged 5 to 25, and flexibility is essential. From time to time, the post holder may be required to lead or support sessions at other sites in Harrow or Ealing, particularly to cover for colleagues during annual leave, sickness, or service gaps.

To ensure the effective delivery of the service, flexibility is required, and the post holder may be asked to undertake other appropriate duties that are consistent with the overall purpose of the role, even if not specifically listed in this job description.

As this role supports core term-time delivery, annual leave may also be restricted during term time to maintain consistent staffing across weekend and after-school sessions



Selection criteria	
The values, skills, and knowledge need to demonstrate	
The session leader should	Examples that may show competence
Understand SEND and child development	3+ years' experience working with children or young people in childcare, education, or youth work settings. Experience supporting individuals with learning disabilities, autism, or complex needs. Knowledge of different developmental stages. Familiarity with Positive Behaviour Support (PBS) or similar approaches.
Coordinate and organise effectively	Experience leading or supporting structured group activities. Self-motivated, well-organised, and able to prioritise tasks. Flexible and solutions oriented.
Plan and deliver high-quality sessions	Ability to design and adapt inclusive sessions for a range of developmental needs. Experience creating enabling environments for engagement and learning.
Communicate well	Strong verbal and written communication with children, young adults, staff, and families. Confident in handling parent/carer interactions and working with external professionals. Accurate use of digital systems for planning and reporting.
Administration	Ability to use electronic systems.
Use systems and manage resources	Confident using electronic systems for daily operations. Organised in managing session materials and maintaining safe, welcoming environments.
Support health, safety and wellbeing	Holds current Paediatric First Aid certificate. Understands risk assessments, fire safety, and manual handling procedures. Maintains safe, healthy session environments for all.
Safeguard children and young adults	Holds valid Level 2 safeguarding and child protection training. Good knowledge of safeguarding principles across childhood and young adulthood. Able to identify and act on safeguarding concerns.
Champion inclusion and equity	Designs and delivers inclusive activities that reflect diverse needs. Committed to promoting access, participation, and equity for all. Values diversity and challenges barriers to inclusion.
Additional requirements	
Availability	Flexible to work weekends, early evenings (for after-school), and school holidays.
Education	Holds relevant Level 3 qualification in childcare, youth work, or similar field. Trained in PBS or de-escalation (or willing to complete training).
Driving Licence	Full UK driving licence (desirable)
Managing multiple groups	Willing to work across sites in Harrow and Ealing as needed.



Kindness



Choice



Ambition