

# Short Breaks Support Worker Applicant Recruitment Pack

Sefton is a really great place to live and work



# Welcome

Hi,

We would like to thank you for your interest in the Short Breaks Support Worker role.

This is an exciting and rewarding opportunity for someone who enjoys working with children and looks forward to developing a child's social, educational and personal character and personality.

You'll play a key role in joining established Aiming High Staff to support children and young people with neuro diverse and physical barriers, aged 5 to 19, to enjoy sessions provided by the team during summer holidays 2026.

As a person, if you're someone who enjoys helping others especially children and takes pride in delivering high-quality support, and brings energy, adaptability, to our committed team, and a genuine passion for making a difference to children and their families lives, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!

John Doran  
Assistant Manager – Aiming High Short Breaks Team



## Contents

About the Borough of Sefton .....	1
Our Vision and Values.....	2
Our Successes and Key Projects .....	2
An Inclusive Workplace .....	3
Liverpool City Region Fair Employment Charter .....	4
What We Can Offer You.....	4
About the Role .....	6
Top Tips on How to Apply .....	7
Application and Selection Information .....	8
Appendix A – Job Description and Person Specification .....	9



## About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



## Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

## Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also



achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at [www.sefton.gov.uk](http://www.sefton.gov.uk)

## An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

## Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

### What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:



- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

### **Annual Leave and Work-Life Balance**

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

### **Learning, Development and Career Progression**

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

### **Health, Wellbeing and Support**

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

### **Family-Friendly and Inclusive Policies**

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.



## Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

### Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

### About the Role

- You will be required to assist in the delivery of a programme of activities during the Summer holidays and at term time sessions at evenings and weekends. Aiming High supports children and young people with complex and additional needs and their families.
- You will be part of team. You will ensure that children and young people are fully supported and engaged in activities. You will be guided by the child's care plan.
- Excellent communication skills are essential. You will fully engage children into the activities on offer. You will be flexible, motivated and committed. You must have a passion for improving the lives of disabled children and their families.
- You will be required to undertake relevant training online and practical training on sessions. You will be required to attend team meetings, follow good practice and contribute to a wide-ranging programme of activities.
- This is a casual role, so hours of work will be flexible to the individual to the applicant, and successful candidates will remain as casual workers for future holiday and term time programmes, however due to restructuring there may be opportunities to apply for permanent positions in the future. Hours will be available during school holidays, evenings and weekends.
- Interviews will be held on a regular basis from April to July 2026.

## Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

### 1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

### 2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

### 3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

### 4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

### 5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

### 6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.
- Provide examples that demonstrate these effectively.



### 7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

### 8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

### 9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

## Application and Selection Information

The closing date for this vacancy is **Sunday 29<sup>th</sup> March 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **W/C Monday 13<sup>th</sup> April 2026**.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

**Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.**



## Appendix A – Job Description and Person Specification

### Short Breaks Sessional Worker

<b><u>Grade:</u></b>	<b>Grade C</b>
<b><u>Location:</u></b>	<b>Borough Wide</b>
<b><u>Job Evaluation Number</u></b>	<b>3362</b>
<b><u>Responsible To:</u></b>	<b>Short Breaks Lead Worker</b> <b>Development Officer</b> <b>Short Breaks Assistant Manager</b> <b>Aiming High Manager</b>
<b><u>Responsible For:</u></b>	<b>N/A</b>

---

### **JOB PURPOSE**

To assist in the delivery of a comprehensive programme of Short Break opportunities which reflects the needs of children and young people with complex and additional needs, their parents/carers and families

To support the delivery of sessions after school, evenings, weekends and during school holidays.

To work in a variety of settings.

To ensure that disabled children and young people are fully supported and engaged in activities provided by the Short Breaks Offer



### **MAIN DUTIES**

- To ensure that Aiming High Care Plans are adhered to (including the administration of personal care and medication).
- To develop effective communication so that the child/ young person feels understood and valued.
- To support children and young people to participate, to enjoy the sessions and to gain skills.
- To support the lead worker in the delivery of evening, weekend and holiday sessions.
- To be welcoming to parents and carers and to share information about their child.
- To adhere to all policies and procedures including safeguarding, confidentiality, information compliance and health and safety.
- To assist in the recording of incidents, accidents, safeguarding in a timely and accurate manner.
- To keep accept direction and keep lead worker aware of any concerns.
- To prepare for, attend and participate in supervision, team meetings and training.
- To be committed to embedding learning, improving practice and continuous professional development
- To contribute to the smooth running of the service.
- Any other duties as may be reasonably required.

### **SERVICE DEVELOPMENT**

- Support the production of registers, reports and case studies to enable continuous improvements to the service and realise its value.



### **HEALTH & SAFETY**

- Ensure the safe administration of medication to those who require it.
- Participate in keeping good quality care plans that are completed and followed for children and young people thus ensuring all their care needs are met whilst participating in activities run by the team.
- All staff are responsible for the implementation of the health and safety procedures so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of health and safety arrangements relating to their work to ensure appropriate improvements are made when necessary.
- Follow meticulously any safeguarding requirements.

### **SPECIAL CONDITIONS**

- This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act, the successful candidate must be able to obtain satisfactory Enhanced Criminal Record Disclosure in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.
- Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.
- The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoke breaks during work time.
- The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.
- This post will involve evening, weekend and overnight duties.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff has a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Undertake, and participate in training, coaching and development activities, as appropriate.

All employees must support other members of the council with projects and initiatives, which are of a multi-activity/agency nature.

**Note:** Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job



**Person Specification: Short Breaks Support Worker**

<b>Personal Attributes Required</b>	<b>Essential (E) or Desirable (D)</b>	<b>Method of Assessment</b>
<b><u>Qualifications</u></b>		
Level 2 child care qualification or equivalent (e.g. Dip HE, CACHE, NNEB)	D	AF
Evidence of Continuous Professional Development	D	AF
<b><u>Experience</u></b>		
Experience of working with disabled children and young people	D	AF I
Experience of dealing with child safeguarding issues	D	AF I
<b><u>Knowledge / Skills / Abilities</u></b>		
Ability to work under own initiative	E	AF I
Good written and oral communication skills	E	I
	E	AF I
Commitment to improving the quality of life of children and young people with complex and additional needs	E	I
Ability to work energetically and creatively to help improve services.	E	AF/I
Commitment to confidentiality	E	AF/I
Ability to work within professional and ethical standards including the Social Work England professional codes		
<b><u>Special Requirements</u></b>		
Evening and Weekend work	E	AF I
Varying hours during school holidays	E	AF I



Full, current driving license	D	AF I
Willingness to undertake relevant training commensurate to the post including safeguarding and Pediatric First Aid,	E	AF I

**AF = Application Form**

**I = Interview**

