



## **SLIDE AWAY JOB DESCRIPTION**

**POST HOLDER:** Senior Bereavement Practitioner  
**RESPONSIBLE TO :** Clinical Services Manager  
**WORKING HOURS:** 25.5 hours per week, 40 weeks per year

### **PURPOSE OF THE POST:**

The Senior Bereavement Practitioner (SBP) will work with children as they are assessed, and then lead and coordinate workshops, memory days, activity days and pre-bereavement consultations (see further below).

The SBP will work with the Bereavement Practitioner (BP) and other clinical team members and will report to the Clinical Services Manager (CSM).

The SBP will take responsibility for leading staff and volunteers in all aspects of workshop activity. The SBP will ensure all children and young people attending group sessions are provided with an experience in a safe and caring environment. The SBP will build positive relationships with schools and parents to ensure the best outcomes for children and young people.

The SBP is responsible, with all colleagues, for working constructively and proactively in staff teams, modelling positive behaviours, leading by example and encouraging advocacy for the charity.

Slide Away is committed to safeguarding and promoting the welfare of the children and young people using the Slide Away service and expects all staff to share this commitment.

### **ROLE OF THE POST:**

The role will include:

1. Memory Day lead / coordinate
2. Workshop lead / coordinate
3. Pre-Bereavement lead / coordinate
4. Liaison with School Bereavement Contacts (SBCs) in relation to the above
5. Meeting with parents / carers and children
6. Assessing the needs of bereaved children and young people
7. Providing support to children and young people
8. Associated administration and record keeping, including CBSQs
9. Attending and contributing to clinical team meetings



## **PARTICULAR RESPONSIBILITIES**

1. Carry out initial meetings with children and families suitable for workshop attendance following triage by the CSM. This involves contacting the SBC and arranging a meeting in school for workshop referrals with the parent and the child.
2. At the initial meeting ensure all information regarding Slide Away's service is shared with the parent, complete the initial CBSQs (parent and child) and ensure the consent form has been completed.
3. Assess the bereavement needs of the child/young person.
4. Discuss the outcome of the triage with the CSM and the initial meeting/assessment to determine appropriate intervention for the child.
5. Attend and lead (unless delegated on occasion) all workshops, memory days and activity days including SEND and KS1 workshops where children are accompanied by a parent or guardian, including, in consultation with the CSM:
  - a. Curation, creation and preparation of resources and activities.
  - b. Providing bereavement support practitioners (staff and volunteers) the relevant information to support the group, assigning activities for individuals to lead.
  - c. Proactive consideration of programme development and innovation.
6. When leading a workshop, memory day or activity day:
  - a. Work with clinical colleagues to determine suitable staffing levels, then email to confirm the attendance of staff needed and available.
  - b. Carry out a risk assessment at the venue prior to the children arriving.
  - c. Welcome children, check that they have brought their lunch (if appropriate), introduce the team, agree on 'house rules' and ensure they understand the meaning of 'confidentiality.'
  - d. At the end, if appropriate, ensure all visitors have signed the register on arrival for the children's presentation.
  - e. Ensure all staff and volunteers are debriefed at the end of the session, and encourage sessional staff and volunteers to attend supervision.
  - f. Be responsible for the safety of children in group sessions and follow the procedures outlined in Slide Away's Safeguarding and Behaviour policies.
7. In the session, act as the Designated Safeguarding Lead, following up any safeguarding concerns arising at any time with the CSM (Overarching Designated Safeguarding Lead) in accordance with the Slide Away Safeguarding Policy.



8. Ensure the CBSQ tracker is completed with the child / young person at the end of the workshop and with the parent / carer by telephone following their child's attendance at the workshop, and review the outcomes to consider impact and any residual issues for the child / young person.
9. Attend and participate in staff and clinical team meetings, particularly those before and after group sessions for the related briefings and post-review.
10. Prepare, attend and lead pre-bereavement consultations with SBCs.
11. Attend regular supervision sessions with the CSM or Chair.
12. Ensure all information, pupil records, databases and admin are maintained up to date in a timely manner on our Google system.
13. Maintain an electronic calendar to share with line management on request.
14. Meet with the CSM and BP / BPIT on a weekly basis to discuss referrals, progress on assessments and allocation to appropriate support.
15. Be fully conversant with Slide Away Policies & Procedures and follow accordingly. Be proactive in recommending changes if required.
16. Promote the work of Slide Away across Kent.
17. Support fundraising efforts to the benefit of Slide Away as required and as presented within the role; participate or facilitate a fundraising activity in each academic year by donating time and expertise.
18. Visit Kent's schools and engage with the Senior Leadership Team to promote the work of Slide Away.
19. Meet the requirements of the Data Protection Act 1998 and maintain strict confidentiality in respect of all records and information.
20. Undertake ongoing personal, professional and management development in line with the responsibilities of the post.

This job description is not an exhaustive list of the duties and responsibilities. Any additional responsibilities will be agreed with the CSM as appropriate.

### Person Specification - Senior Bereavement Practitioner

Requirements	Essential	Desirable	Assessed
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>Proven Level 4+ qualification in health, education, or social care.</li> <li>Training, knowledge and extensive experience in bereavement, loss and grief.</li> <li>Undertake First Aid training.</li> <li>Undertake safeguarding training.</li> </ul>	<ul style="list-style-type: none"> <li>Mental Health First Aider.</li> <li>Teaching qualification or classroom experience.</li> </ul>	Certificate Interview
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with bereaved children/young people and families.</li> <li>Experience of supporting children and young people on an individual basis.</li> <li>Experience of leading / managing groups of children of mixed age and ability.</li> <li>Experience of working with staff in schools and other professionals.</li> <li>Experience leading/directing staff and volunteers in the delivery of group sessions of any type.</li> <li>Knowledge of SEND and the ability to adapt activities to ensure all children are included.</li> <li>Ability to use appropriate data software and day to day use of IT.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of providing virtual support.</li> </ul>	Application Interview
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Excellent face to face, written and telephone communication skills.</li> <li>Able to communicate effectively with children/young people.</li> <li>Excellent listening skills.</li> <li>Excellent IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to identify appropriate sources of current research and, if required, present to colleagues.</li> </ul>	Interview

Requirements	Essential	Desirable	Assessed
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Outgoing and motivated with a high level of resilience.</li> <li>• The ability to work cooperatively with other professionals for the benefit of service users.</li> <li>• Experience of coping with high workload and multiple demands on time.</li> <li>• Ability to manage time effectively and prioritise workload.</li> <li>• Ability to deal with distressing and emotional situations.</li> <li>• Sensitive to the needs of bereaved children and their families.</li> </ul>		Interview
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Car driver with access to vehicle.</li> <li>• Ability to travel to visit children and families across Kent.</li> <li>• Ability to work flexible hours to meet the needs of the service, including, on occasion, work outside term-time.</li> <li>• Flexible to work pre-determined weekends.</li> <li>• Flexible to work non-working days on occasion accruing time off in lieu.</li> <li>• Comfortable fundraising and talking about the need for fundraising in this environment.</li> <li>• Comfortable advocating for Slide Away in schools or other professional environments.</li> </ul>		Interview