



## **Working at Stepping Out**

### **FAQs for Team Worker (Cover)**

#### **Availability for work**

You must be available for work to cover colleagues who have booked holiday. We ask staff to book their holiday by December for the following year, so you will know the dates you will be required to work well in advance.

#### **How much do I get paid and what holiday am I entitled to?**

Everyone (Directors and Team Workers) are paid at the same rate (currently the equivalent of £25000 p.a.) You will be entitled to holiday pay which will increase your overall pay for the year. We project that the role will be paid £16500 pa for working 150 days, (inclusive of holiday pay).

#### **What about a pension?**

Stepping Out will provide a pension for you. We are using NEST which is a government backed pension scheme with good benefits and security.

#### **Where will I be based?**

We are based in Cossington Village Hall on Monday, Wednesday and Friday and Bawdrip Parish Hall on Tuesday and Thursday each week. We spend a lot of time out and about with our members, visiting local shops, amenities and work experience venues.

#### **Do I get a lunch break?**

Everyone will have a 30 minute (paid) break as we recognise the importance for everyone to be able to spend some time 'off duty'. We do ask for everyone to be flexible as the exact timing will depend on the activities of the day. Both of our venues have fully functioning kitchens which you will have access to. You can also join our members for a cooked lunch for a small contribution (currently £2).

#### **What are the working hours?**

Weekdays 09.00 – 16.00hrs with a 30 minute lunch break. Each day will start with time to set up the provision and at the end of the day there will be time to reflect on the day and to plan for the next day. We believe that everything can be achieved in these hours, so all staff can have a work/life balance. We believe it's very important for staff to be able to follow their own interests and have quality time for family and friends.

#### **Do I have to be able to drive?**

Due to our rural location you will need to have a car driving licence. We ask staff to ensure their own vehicles are insured for business use, should the need arise to take a member offsite and we pay an allowance for this.

### **What about appraisal?**

We are delighted to be using CitrusHR as our HR support partner and you will have online access to all of our policies and appraisal information. We believe strongly in everyone being supported in their work and appraisal is a vital part of the process. All too often appraisal is seen as just an annual process, but we don't see it like that! It is an ongoing process which we fully support.

### **What sort of training will there be?**

We recognise that working at Stepping Out is not an easy option. High level training will be given on aspects such as: positive behaviour management, safeguarding, first aid (including epilepsy training), food hygiene, staff mental health and wellbeing. We are keen to support everyone with additional personalised training that will be part of their appraisal process.

### **Is there a uniform?**

There is no staff uniform, but we do ask everyone to wear appropriate clothing for the task/work they are doing. As many of our activities are employment based, we should model the necessity for appropriate, comfortable and safe workwear to our members.

### **Members' families**

We believe that although our members are adults their family and carers are also important for us to work with. Although this is common in schools, particularly in special school settings, this sometimes becomes overlooked in adult provision. Our ethos is based on the work of our members, supported by staff, working closely with their family/carers and other professionals within a local community. We run a WhatsApp Group detailing what we are doing in real time with photos/video.

### **Being Open minded....**

We believe that everyone can constantly learn from one another. We welcome open discussion carried out in a professional manner. So often during our careers in education we saw very skilled people who were not listened to, or who were unsure if their views would be heard. We will end every day with a reflective session, focussed on our members but also giving us the opportunity to share our ideas and thoughts of how we can support our members and each other.

### **Technology**

All staff will have use of an iPad or laptop, which will be used for communicating, recording progress and supporting members during the day and available for use at home as well.

### **Have we missed anything?**

Please take time to look at our website [www.steppingout.org.uk](http://www.steppingout.org.uk) or drop us an email if there is anything about working for Stepping Out you may be unsure about [admin@steppingout.org.uk](mailto:admin@steppingout.org.uk)

**Sue & Justin Philcox**  
**Directors**  
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