



**West Silvertown Foundation
Job advert & description**

Job Title: SEND Summer Scheme Sessional Worker

Are you someone who enjoys supporting children with Special Educational Needs & Disabilities (SEND) and creating a safe and welcoming environment?

We're looking for SEND sessional workers to support with our SEND Summer Scheme. You will be supporting a child with SEND in a 1:1 capacity.

You will be responsible for setting up and clearing away activities, providing personal care and/or help with eating where needed and supporting the child to have a fun day of appropriate play during the summer scheme. If you're friendly, proactive and a good team player, then we would love to hear from you! Fill in our application form here (please note the form will ask you to upload your CV).

Location: Royal Wharf Community Dock, E16 2ZA

Accountable to: Children & Families Lead

Hours: 6 hours x 12 days, 9:30am - 3:30pm

Monday 24th – Thursday 27th July

Monday 31st July – Thursday 3rd August

Monday 7th – Thursday 10th August

Hourly rate: £11.95

Main purpose of Job: To look after children aged 5-11 with Special Educational Needs & Disabilities.

Duties and Responsibilities:

- To work with the SEND Summer Scheme Co-ordinator and Children and Families Lead to ensure the delivery of activities in a safe and engaging manner.
- Supporting children with SEND on a 1:1 (or small group) basis, fully integrating them into all project activities.
- Providing for the personal care needs of the children as required including toileting, changing and feeding.
- To set up and clear away before and after activities.
- Administering medication as required, if appropriate training successfully completed.
- To support the effective implementation of safeguarding policies and procedures within WSF, and to have a good level of understanding as to these issues and to act appropriately should areas of concern arise.

- To be familiar with and comply with WSF's Health and Safety Policy. In the event of any immediate danger to take appropriate action to reduce the risk of physical danger to either project users, volunteers or staff and to bring these to the notice of senior staff.

Public Relations

West Silvertown Foundation attaches considerable importance to the public relations aspect of its work. It is therefore essential to develop and maintain professional working relationships with all users, colleagues and partner organisations.

Equal Opportunities

West Silvertown Foundation has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees and volunteers to promote its policies in their work. The equal opportunity policy applies to employment and advancement and all employees will be recruited, trained and promoted on the basis of abilities, job requirement and fitness for that work. No applicant or employee should receive less favourable treatment on the ground of race, colour, nationality, ethnic or national origin, age, sex, sexuality, marital status, or disability, or be disadvantaged by requirements that cannot be shown to be justifiable.

Other duties

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility involved. Such variations are a common occurrence. Excellent team working and individual personal development are key to WSF's success in delivering its business aims and objectives. Therefore, all staff are expected to have a flexible attitude in responding to new priorities and opportunities as they arise.

Person Specification

Skills and Knowledge	
Awareness of the particular needs and challenges of families in Newham	E
Ability to implement policies relating to safeguarding and child protection	E
Ability to manage pressure and competing demands	E
Experience and Qualifications	
Experience working with children with SEND in a 1:1 or small group setting	D
Experience of safeguarding within a community or school setting	D
Training in relevant areas such as personal care, manual handling and autism awareness.	D
Attributes	
Good communication skills, with colleagues, families and children	E
A people person, able to build strong relationships at all levels.	E
Self-motivated and enthusiastic with the ability to work on own initiative	E
A good team player with a willingness to be flexible and adaptable	E
Creative thinker with the ability to motivate others	E

An ability to handle sensitive and confidential information with discretion, tact and diplomacy	E
Other requirements	
Ability to work hours in the advertisement	E