



**West Silvertown Foundation**  
**Job advert & description**

**Job Title:** SEND Summer Scheme Coordinator

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

We're looking for a SEND Summer Scheme Coordinator to work with our Children and Families Lead to plan and deliver a summer scheme. The scheme will be for 10-15 children with SEND that require 1:1 support. You will be coordinating activities for children, liaising with families, and supporting 1:1 support staff.

You will be responsible for communicating with families, registering children, setting up and clearing away activities, providing personal care and/or help with eating where needed and supporting the children 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 24<sup>th</sup> – Thursday 27<sup>th</sup> July  
Monday 31<sup>st</sup> July – Thursday 3<sup>rd</sup> August  
Monday 7<sup>th</sup> – Thursday 10<sup>th</sup> August  
Plus an additional 12 hours of planning time.

**Hourly rate:** £14

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

**Duties and Responsibilities:**

- To work with the Children and Families Lead and sessional staff to ensure the delivery of activities in a safe and engaging manner.
- Communicating with families about the wellbeing of their child and discussing any adaptations that need to be made.
- Completing attendance registers for children.
- Supporting children with SEND on a 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 plan, set up, lead and clear away activities, including delivery of some attention autism 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**

<b>Experience and Qualifications</b>	
Experience working with children with SEND in a 1:1 or small group setting	<b>E</b>
Experience of safeguarding within a community or school setting	<b>E</b>
Training in relevant areas such as personal care, manual handling and autism awareness.	<b>D</b>
<b>Skills and Knowledge</b>	
Awareness of the particular needs and challenges of families in Newham	<b>E</b>
Ability to implement policies relating to safeguarding and child protection	<b>E</b>
Ability to manage pressure and competing demands	<b>E</b>

<b>Attributes</b>	
Good communication skills, with colleagues, families and children	<b>E</b>
A people person, able to build strong relationships at all levels.	<b>E</b>
Self-motivated and enthusiastic with the ability to work on own initiative	<b>E</b>
A good team player with a willingness to be flexible and adaptable	<b>E</b>
Creative thinker with the ability to motivate others	<b>E</b>
An ability to handle sensitive and confidential information with discretion, tact and diplomacy	<b>E</b>
<b>Other requirements</b>	
Ability to work hours in the advertisement	<b>E</b>