**Grove Adventure Playground**

**Job description**

**Job title:** Special Education Needs Co-ordinator (SENco).

**Location:** On site.

**Hours per week:** Up to 16 hours per week during term time and up to 24 hours per week during the half term holidays and school holidays.

**Salary:** Full-time equivalent is£28,860. Salary will be pro-rata.

**Responsible to:** Playground Manager.

**Responsible for:** Play Workers.

**Relationships:** All staff and volunteers at Grove, and other LJAG Projects.

**Contract:** Fixed term, (1 year), subject to renewal.

**About LJAG and Grove Adventure Playground**

Loughborough Junction Action Group (LJAG) is a volunteer-led social action charity working in Loughborough Junction in south London. We run projects including the Grove Adventure Playground, which we rescued from permanent closure in 2018. Our other projects include Loughborough Farm, a community food-growing project, The Platform Café, a community café, and Craft Workshops.

**Overall responsibility**

Reporting to the Playground Manager and working closely with the Play Lead, the SENco plans, organises and leads on play sessions for children with Special Educational Needs and Disabilities and their families, ensuring they have outstanding opportunities to integrate with other children at the playground; oversees the work of the Play Workers and upholds safeguarding, child safety, and wellbeing policies at the playground.

**Summary of responsibilities and duties**

Works closely with the Play Lead to

* plan, create and lead integrated play sessions for children with Special Education Needs (SEND) and their families including offsite visits for the children to experience alongside their mainstream peers.
* design innovative play activities in consultation with beneficiaries and their families.
* develop SEND training opportunities for parents, staff, volunteers and the wider community.
* manage and grow the commissioned services for children with SEND.
* participate in partnership meetings including regular liaison and communication with councils/external stakeholders as appropriate.
* develop and share a programme of activities with beneficiaries and the wider community.
* oversee the work of the playworkers.
* undertake impact monitoring and reporting in line with grants/contractual requirements.
* ensure the space is clean and opening and closing-down measures are carried out efficiently and effectively.
* organise DBS checks, induction, safeguarding, safety and relevant training for the team.
* promote an anti-racist and inclusive environment.
* other duties identified by LJAG and Grove’s Management Team and the Playground Manager.

**General requirements:**

* Adhere to LJAG’s guidelines, policies and procedures.
* Participate in performance management, training, other learning and development activities as required.
* Take personal responsibility for safety as outlined in the Health and Safety at Work Act 1974.
* Comply with the requirements of the Equality Act 2010, Data Protection Act 2018 and the Computer Misuse Act 1990.

**Person Specification**

* Two (2) years' experience as a teacher, Higher Level Teaching Assistant or youth worker/playworker with experience of working with SEND children and young people in an integrated setting.
* Knowledge of the importance of play in child development.
* Knowledge and understanding of the ‘Every Child Matters Framework’.
* Up-to-date knowledge of child safeguarding, child protection and health and safety regulations.
* A strong awareness and understanding of racial and social justice.
* Ability to plan and manage the work of a flexible working staff team.
* Ability to communicate confidently, both verbally and in writing.
* Ability to use IT systems – website, Microsoft and databases.

**November 2022**