



JOB DESCRIPTION

Job Title: Early Years Practitioner Keyperson & SENCO

Responsible to: Preschool Deputy Supervisor

Overall Purpose

To be part of the Preschool team under the direction of the Preschool Deputy Supervisor and to provide safe, high quality education and care for young children. As SENCO you will be responsible for the day to day operation of the settings Special Educational Needs & Disability (SEND) or Inclusion Policy to ensure that children with Special Educational Needs are fully included into the early years setting.

SENCO Duties & Responsibilities

- To keep a profile of children with special educational needs.
- To observe and support children as appropriate on the special educational needs profile.
- To support and advise Key Persons, Learning Support Assistants & Relief Practitioner in how to accommodate children's needs in the setting.
- To arrange, organise and review support for individual children.
- To keep Key Persons, Learning Support Assistants & Relief Practitioners up to date with SEND training and latest information.
- Encourage personal development through training.
- To meet with parents regularly in order to maintain good relationships and to keep parents informed about their child's progress.
- To review individual children's learning journals termly as appropriate.
- To write detailed education reports about individual children for other professionals and parents.
- To review EHCP's and early intervention strategies via annual and interim review meetings.
- To liaise effectively with outside agencies.
- To meet with the Area SENCO and other professionals when necessary.

General Responsibilities

- To assist with planning of the curriculum and effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members).
- To develop your role within the team, especially with regard to being a Key Person.
- To help set up the playroom for the daily programme and help tidy away at the end of the session.
- To advise the Preschool Supervisor of any concerns e.g. over the children, parents or the safety of equipment, preserving confidentiality as necessary.
- To teach the children, offering an appropriate level of support and stimulation.
- Attend staff meetings.
- To attend in-service training courses and meetings as required.
- To keep **completely confidential** any information regarding the children, their families or other staff which is required as part of the job.
- To keep records of your Key Children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- Attend and help with fundraising events.
- To undertake any other reasonable duties as directed by the Preschool in accordance with the Preschool's business plan/objectives.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Pre-School Supervisor

Job Description – Early Years Practitioner

PERSON SPECIFICATION:

Essential Criteria

1. NVQ Level 3 qualification in Childcare or equivalent.
2. Nursery/SENCO/Early Years preferably 1 years experience
3. Current SEND training
4. Previous experience of working with young children.
5. Willingness to attend staff meetings and training courses and to keep up-to-date with the latest ideas and developments in the early year's field.
6. Sound understanding of child development and how children learn through play and talk.
7. Good standard of literacy and numeracy and excellent communication skills.
8. Ability to be sensitive and supportive to children and families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs.
9. Ability to keep clear and appropriate records on children and their progress.
10. Ability to work in a positive manner with colleagues and as part of a team.
11. Willingness to attend fundraising events.

Desirable criteria

1. Current Paediatric First Aid training
2. Current Child Protection Training
3. Current Food Hygiene certificate
4. Knowledge of Tapestry Online Journal system

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check.

Terms and Conditions

Salary Range: £8.84 - £8.94 per hour dependent on qualifications and experience

Hours of Work: Minimum 12 hours per week term time only (37 weeks a year)
Hours will increase due to demand for places within Preschool
May be required to assist at fundraising events

Contract: Permanent