



Part time SENCO
Fixed term contract – until end July 2022
Hours – 7.5 hrs per week (term-time only) plus extra
by agreement when necessary
Job Description & Person Specification

KEY OBJECTIVES:

The role of the SENCO involves

- Ensuring all practitioners in the setting understand their responsibilities to children with SEN and the setting's approach to identifying and meeting SEN
- Advising and supporting colleagues
- Ensuring parents are closely involved and that their insights inform action taken by the setting
- Liaising with professionals or agencies beyond the setting.

(DfES SEND Code of Practice)

RESPONSIBLE TO: Playgroup Manager/Deputy Manager

RESPONSIBILITIES:

- To have SENCO training and keep this up to date, including attending SENCO Cluster meetings
- Ensure children with SEND are fully included and supported to take part in all activities in the setting and ensure any adaptations required are in place. To develop and oversee the implementation of Playgroup's SEN strategy and policy, ensuring they are implemented and regularly reviewed
- To carry out in depth observations and document assessments of (SEN) pupils to identify the needs and monitor progress, including observations in the setting and from meetings with other staff and parents. To maintain accurate records on children with recognized Special Education needs.
- To work with other staff, parents and outside agencies/professionals to develop, implement and monitor individual support/learning plans. Providing regular updates and reports on the children's progress. To have knowledge of Education Health Care Plans and how to apply for one.
- To implement and review IAELD's, Individual Education Plans (IEPs)/SEN support plans and support staff to complete assessments.
- To process referrals including assessments, implementation and reviews signposting to other services.
- To be aware of SEND Code of Practice and any updates.
- To be aware of Herts Local offer and Playgroups Local offer and keep it updated
- Work with a trainee SENCO, helping them to understand the needs of the children and how to do the best for each child.

GENERAL RESPONSIBILITIES

- Work with all children in the setting as required, liaising with parents/carers/external agencies as appropriate
- Participate in the playgroup planning, ensuring that the individual needs of each child are maintained.
- Understand and fully implement the playgroup policies and procedures including the Confidentiality Policy and Equality and Diversity Policy. Carry out and complete risk assessments. Be aware of Safeguarding issues and follow the Playgroup's Safeguarding procedures.
- Work as part of a team, sharing good childcare practice with colleagues, displaying exemplary behaviour and acting as a role model to other staff and communicating daily issues relating to the running of the Playgroup to the Manager/Deputy Manager. Attend meetings as and when necessary.
- Any other task that could be reasonably expected of a pre-school SENCO

Your duties will be as set out in the above job description but please note that the manager or Trustees reserves the right to update your job description, to reflect changes in, or to, your job.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

The workload of a SENCO in a pre-school setting can be very variable. At times there are few children to work with, at others there are more. This role will involve 7.5 hrs fixed per week, with more paid hours being added by mutual agreement in order to cover the workload as necessary. Some of the extra hours' work can be done from home.

PERSON SPECIFICATION:

Qualities	Essential	Desirable
NNEB, NVQ 3, or other appropriate qualification	✓	
To have completed SENCO Training and have previous experience of working as a SENCO within a pre-school or similar setting, working with children with SEND.	✓	
Knowledge of the DfES SEN Code of Practice	✓	
Sound understanding of child development and of children's needs	✓	
Good communication skills	✓	
Ability to work reliably as a team member, alongside parents and with colleagues.	✓	
Thorough understanding of the EYFS with the ability to observe and assess children's development and write up observations and reports.	✓	

KNOWLEDGE

- Safeguarding children issues and procedures
- Equalities issues and implementation and development of equal opportunity practices
- Ofsted expectations and the inspection process

SKILLS & ABILITIES

- Ability to observe and assess children's development, write up documents as required
- Have a warm and positive approach to children
- Good record keeping and report writing abilities with attention to detail
- Ability to develop good working relationships with parents and other service providers
- Ability to co-operate and adhere to health and safety policy, practices and instructions
- Flexibility including the ability to cope with changing needs

PERSONNEL:

- Attend any training sessions as required.
- Develop positive relationships with other staff working in the playgroup.

HEALTH AND SAFETY:

- Undertake a shared responsibility for health and safety and cleanliness throughout the playgroup
- Understand all emergency and security procedures e.g. Fire procedure, routines for dropping off and collecting children.

GENERAL:

- Adhere to all company policies and procedures including attendance at meetings, preparation of reports and any other duties as required.