

JOB DESCRIPTION



Position:

Early Years Practitioner (EYP) and SENCo

Reporting to:

Deputy Manager / Manager

An Early Years Practitioner will work as part of the staff team in providing a stimulating and varied programme of play in accordance with the Early Years Foundation Stage curriculum, ensuring the safety and well-being of children and ensuring that the best interests of the individual children and their family are at the forefront of Practice at all times.

EYP Main Duties:

- To attend and contribute to staff meetings and assist in the preparation and carrying out of a curriculum for the group in accordance with the Early Years Foundation Stage.
- To help set up the playroom for the daily programme and to help tidy away at the end of each session and follow the settings SOP (Standard Operating Procedures)
- To act as a key worker to a group of children, liaising closely with the parent/carers and ensuring that each child's needs are recognised and met.
- To advise the Deputy Manager of any concerns, e.g. about children, parents, staff or the safety of equipment, preserving confidentiality as necessary. To keep completely confidential any information regarding the children, their families or other staff, which is learned as part of the job.
- To listen to, encourage, enable and teach children, offering an appropriate level of support and stimulation.
- To attend in-service training courses and meetings as required.
- To work as part of a team and follow staff rotas, planning and key working.
- Take part in special visits, outings and events for The Blues when they fall within contracted hours of employment.
- To contribute to and implement all pre-school policies and procedures.
- To support and assist the committee in fundraising events.
- To work within the agreed terms of the Contract of Employment and Code of Conduct at all times.

SENCo Main Duties:

- To take the lead in identifying children who may have special needs and to assist staff members who, through key-working, identify concerns.
- Liaise with parents and other professionals in respect of children with SEN and complete the relevant paperwork e.g. IAELD (Individual Assessment of Early Learning Development).
- Advise and support key-working staff working with children with SEN to plan and work to targets set.
- Ensure that appropriate IEPs (Individual Education Plan) are in place and acted upon and other relevant documents for the individual child are completed.
- In the event of a child being required to be supported by a designated 1-1 support assistant, the SENCo would be required to work with and support the one-to-one assistant to implement the IEP (Individual Education Plan) and complete other relevant documents for the individual child.
- To ensure that the relevant background information about individual children with SEN is collected, recorded and updated.
- Take the lead in further assessment, planning support, monitoring and reviewing action taken.
- To attend relevant meetings e.g. TAC, Early Support, CAF and IEP as required and in accordance with SENCo time allocation which is given in the light of the SEN Code of Practice and in the context of the resources available to the setting.
- To be available to discuss with parents any concerns that they may have about their children, whether or not the child has identified special needs.
- To offer support to all staff members and listen to any concerns they may have regarding children with SEN.
- To attend training courses and SENCo (Special Educational Needs Coordinator) Network meetings in accordance with SENCo time allocation which is given in the light of the SEN Code of Practice and in the context of the resources available to the setting.
- Where possible, obtain additional funding for children with SEN, some of whom will have a one-to-one support assistant at the preschool, usually with the assistance of other professionals.
- To meet professionals who will be the child's next educational provider i.e. school teacher, head teacher etc. and provide relevant paperwork e.g. IAELD (Individual Assessment of Early Learning Development).
- To work with the Manager to interview and employ one-to-one staff.
- To keep the Manager informed of progress of children with SEN.