

SEND Support

REPORTS TO: Room Leader and SEND Coordinator

Scope of Position

To work as a member of the nursery team to ensure the child attending the setting receives high quality care, is kept safe and receives rich and stimulating play experiences which meet their individual needs.

Key Responsibilities

Childcare and Education

- Provide high standards of quality within the nursery including the environment, resources and experiences offered to children
- To work alongside the SEND Coordinator of the setting as well as the Area SEND Coordinator.
- To be able to adapt your communication style to respond to child according to their individual needs.
- Build a positive relationship with the family as well as the child.
- Assist with the development and delivery of an individual education and support plans.
- A person that is resilient, positive, forward looking and enthusiastic about making a difference.
- To have the ability to be patient, calm and understanding.
- The ability to understand children's reactions.
- To be flexible and open to change in behaviours.
- To be able to work with professionals such as speech and language therapists, advisory teachers etc.
- To assist in preparing individual learning materials.
- Provide particular support for a child with SEND, ensuring their safety and access to learning activities.
- Promote the inclusion and acceptance of all children.
- Observe, support and extend the child's learning.
- To adapt planning appropriately to the child's needs using the Early Years Foundation Stage (EYFS) curriculum for guidance.
- Maintain accurate and effective children's records.
- Work in partnership with parents/carers and other family members.
- Work with the Childcare and Education team to continuously improve quality of childcare and education.
- Ensure that every child is kept safe and that staff understand, and when necessary, follow, Child Protection Procedures.
- Comply with the statutory framework for the EYFS or relevant statutory regulations.
- Develop and maintain highly professional working relationships with advisory teachers, schools, area SENCOs and other agencies that may visit the setting
- Learn about current developments in childcare and education policy and practice

Health and Safety

- Undertake a shared responsibility for health, safety and cleanliness throughout the nursery
- Ensure the general cleanliness of the children at all times.
- Adhere to all Health and Safety policies and procedures
- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children
- Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas.

Operational

- Promote the nursery to current parents and potential customers
- Work with the Manager and Inspectors during inspections by regulatory bodies and to assist in the implementation of any recommendations.

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Staff

- Work as a team with other staff members.
- Be responsible for participating in all self-development activities including appraisals, supervisions etc.
- To communicate with all staff members in a polite and positive manner.

Communication

- Develop and promote parental partnership and involvement.
- To be able to communicate sensitively to families.
- To be confident in communicating boundaries and structure.
- To be able to adapt your communication skills dependent on the child.

General

- Undertake any other duties as reasonably requested by line management.
- Adhere to all company policies and procedures
- Ensure the company's policies on diversity and equal opportunities are adhered to.

Relevant Experience	Essential	Desirable
Experience of working with children 0- 5 years		✓
Experience with SEND needs		✓
Education and Training		
A Childcare and Education qualification equivalent to NVQ level 3		✓
Current First Aid at Work Qualification		✓
Knowledge		
A sound knowledge of child development for children from birth to five years		✓
An understanding of the Early Years Foundation Stage (EYFS) Curriculum		✓
An understanding of a play based approach to children's learning and development		✓
A knowledge of research related to childcare and education		✓
Knowledge and understanding of the statutory framework for the EYFS or relevant statutory regulations		✓
Understanding of the role of the 'Key Person'		✓
A sound knowledge of child protection procedures	✓	
Skills and Abilities		
Excellent communication skills both written and verbal	✓	
Ability to develop effective relationships with colleagues, parents and outside agencies	✓	
Other Requirements		
An understanding of and commitment to equal opportunities	✓	
An understanding of Health and Safety in the workplace		✓
A willingness to undertake further relevant training including some evenings and weekends	✓	

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Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____

Date: / / _____

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Title: _____

Supervisor's Signature: _____

Printed Name: _____

Date: / / _____

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Senior Administrative Officer's Signature: _____

Printed Name: _____

Date: / / _____

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.