

Job Description

Special Educational Needs Coordinator (SENCO)

Reporting To:

Nursery Manager

The SENCO plays a pivotal role in ensuring that children with additional needs receive the highest standard of care, support, and early intervention. They lead on the identification, planning, and delivery of SEN provision within the nursery, working closely with staff, families, and external professionals to promote inclusion and ensure every child's individual needs are met.

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Lead or to the Head.

December 2025

Key Responsibilities

1. Identification and Assessment

- Lead on early identification of children with additional needs or emerging developmental concerns.
- Carry out observations, assessments, and monitoring of children's progress.
- Maintain detailed and up-to-date SEN records, support plans, and reports.
- Coordinate and oversee One Page Profiles, Individual Education Plans (IEPs), or SEN Support Plans.

2. Supporting Children and Families

- Build strong, trusting relationships with parents, offering guidance and reassurance.
- Hold regular meetings with families to discuss progress, concerns, and agreed actions.
- Ensure that children receive tailored support in line with the SEND Code of Practice.

3. Working with Staff

- Support and advise practitioners in adapting their practice to meet a range of needs.
- Model inclusive strategies and interventions within the learning environment.
- Deliver in-house SEN training sessions and ongoing CPD for staff.
- Ensure staff understand the graduated approach: *Assess* → *Plan* → *Do* → *Review*.

4. Liaising with External Agencies

- Act as the nursery's main point of contact for SEND professionals, including:
 - Health visitors
 - Speech and language therapists
 - Educational psychologists
 - Early Help teams
 - Local Authority SEND services
- Coordinate referrals, multi-agency meetings, and the sharing of relevant documentation.

5. Compliance and Record Keeping

- Ensure nursery practice aligns with the SEND Code of Practice (2015).
- Maintain secure, accurate SEN files and reports.

- Prepare documentation required for EHCP (Education, Health and Care Plan) applications where appropriate.
- Contribute to Ofsted readiness by ensuring SEN provision meets statutory requirements.

6. Inclusion and Environment

- Promote a fully inclusive ethos across the nursery.
- Support staff in creating enabling, accessible learning environments.
- Ensure reasonable adjustments are in place for children who require them.
- Contribute to curriculum planning to ensure all children can engage meaningfully.

This job description is not exhaustive and the post holder may be required to undertake any other duties commensurate with their role.

Person specification – SENCO

	Essential criteria	Desirable criteria	How measured
Experience	<ul style="list-style-type: none"> • Experience working with children with additional needs in an Early Years setting 	<ul style="list-style-type: none"> • Experience leading staff or coordinating provision. • Experience attending multi-agency meetings or supporting EHCP application 	Application form
Education and Training	<ul style="list-style-type: none"> • Level 2 Early Years Qualification (or above) 	<ul style="list-style-type: none"> • SENCO qualification or willingness to complete appropriate training 	Application form
Skills and knowledge	<ul style="list-style-type: none"> • Strong knowledge of the EYFS and the SEND Code of Practice • Strong organisational and record-keeping skills • A commitment to inclusive practice • A willingness to learn about the Reggio Emilia approach and a commitment to implementing its principles in practice 	<ul style="list-style-type: none"> • Knowledge of developmental delays, neurodivergence, and early intervention strategies 	Application form and interview
Personal attributes	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to work sensitively and confidentially with families • Commitment to safeguarding and promoting the welfare of children • Patient, empathetic, and nurturing in working with young children • Collaborative, adaptable, and able to work effectively as part of a team 		Application form and interview

Child Protection: this post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation's commitment to providing a safe environment for our pupils.

