



JOB DESCRIPTION

POST:	Special Support Assistant – Bowerdean Nursery
PURPOSE:	To provide support in the delivery of the Early Years Foundation Stage and assist in the support and integration of named children.
LINE MANAGER:	Headteacher – Bowerdean Nursery
CONTRACT:	Mornings (0830-1150), Term Time only – Fixed Term

KEY TASKS:

- Develop an understanding of the needs and targets of the children supported.
- Foster a supportive relationship with the children concerned.
- Monitoring the children and the activities they are engaging in.
- Enable the children to have access to learning activities and to learn effectively in the nursery environment in a small group or individually. Such support might involve:
 - Meeting their learning objectives as written in their EHCP.
 - Building on their strengths and improving areas of weakness.
 - Clarifying teacher instructions.
 - Simplifying tasks.
 - Helping them to stay on task and complete their work.
 - Helping them to use equipment and resources.
 - Assisting in the preparation of learning resources when required.
- Assist in the named children's personal development by:
 - Encouraging positive attitudes and good behaviour.
 - Helping them to develop good relationships with staff and other children.
 - Promoting self-esteem.
 - Helping with personal needs as appropriate.
- Liaise with Headteacher, SENCO and other members of staff and professionals.
- Assist in SEN administration by:
 - Practicing the programmes devised by other professionals.
 - Liaising closely between home and school.
 - Maintaining a record of work.
 - Contributing to the children's records and targets.