



HAMPTON VALE PRIMARY ACADEMY

'Education is the key to unlocking the world, a passport to freedom'

Job Title: EYFS Inclusion Officer

Responsible to: SENDCO

Grade 6 Point 7 – Actual Salary £22,524

Hours: 37 hours per week

Term time plus 5 days

Purpose of the job:

Working under the direction of the SENCO to enable access to learning for pupils. Hampton Vale Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Hampton Vale
Primary Academy**



Our Website
www.hvp.org.uk



Our Email
office@hvp.org.uk



Main objectives:

- 1.To deliver targeted interventions for children within EYFS with a particular focus on Speech and Language
- 2.To work alongside EYFS staff and the Inclusion team to identify needs of pupils
- 3.To support the Inclusion Team in managing the implementation of an inclusive curriculum.
- 4.Within the context of the school's aims and policies, to work within the Inclusion Team to develop and implement pupil profiles, learning plans and targeted individual support.

Supporting the school:

1. Be aware of and comply with, policies and procedures e.g. child protection, internet safety and health.
2. Safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
3. Develop and maintain effective relationships with other staff, parents and carers.
4. Attend relevant meetings as required.

Variation Clause:

1. This is a description of the job, as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

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Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Print Name:

Signed:

Date:

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates. We reserve the right to close the job advert early should we receive a high amount of applications.

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Person Specification –

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Grade 5 or above at GCSE (or equivalent qualification in) English and Maths. • Is willing to undertake training and deliver a range of interventions 	<ul style="list-style-type: none"> • 5 or more GCSEs (or equivalent qualification) at Grade 5 or above.
Experience	<ul style="list-style-type: none"> • Ability to deal with individual parents. • Empathy with students • Able to work in a team • Has knowledge and experience of working within EYFS 	<ul style="list-style-type: none"> • Has experience of delivering speech and language support • Has experience of working with children with SEND
Skills	<ul style="list-style-type: none"> • Good communication skills – • Interest in student welfare • Good time management • Ability to prioritise • Ability to meet with parents. • Ability to liaise with the SENCO and SLT • Is passionate about inclusion and supporting young children to thrive 	<ul style="list-style-type: none"> • Ability to liaise with external agencies

