



The Mall Nursery and Creche

Registered Charity No. 1031348

JOB DESCRIPTION

Purpose of job: To be part of the team responsible for ensuring that Early Years Foundation Stage Statutory Framework for Learning & Development and Welfare Requirements is provided for the children aged 2 -7years 11 months. To be responsible for the Special Educational Needs / Inclusion Policy to ensure children with SEN are fully included into the setting. To record and share with parents the outcomes of the children's learning opportunities. To communicate with the day care supervisors and management team to identify any barriers to this being achieved.

To follow and implement the setting safeguarding policies and procedures, contributing to concern identification, recording and working in partnership with all staff including the designated person to keep children safe, undertake training or be trained to the minimum LSCB safeguarding level 1 expectations or as defined within the settings training programme.

Main duties and responsibilities for SEN:

- To have an understanding of children's development who have SEN, their needs and the provision of appropriate supportive positive play.
- To liaise with other professionals e.g. the area SENCO, educational psychologists, speech and language therapists, etc
- To liaise with settings and schools in order to facilitate a smooth transition for children with SEN.
- To advise and support staff as appropriate, in how to include children's needs.
- To ensure that Individual Education Plans (IEPs) are in place, reviewed termly and discussed with staff at staff meetings.
- To ensure that relevant background information about individual children with SEN is collected, recorded and updated.
- To make applications to the Early Years Inclusion Panel about individual children who may be identified with more complex needs.
- To keep the staff up to date with children's circumstances and any relevant information regarding additional needs through staff meetings.
- To work closely with the member of staff who has responsibility for behaviour management where a child with SEN may need a behaviour support program put in place.
- To keep a profile of the children with SEN and meet regularly with parents in order to keep them informed of their child's progress and maintain good relationships.
- To write reports as required for other professionals i.e. area SENCO, the Early Years Inclusion Panel applications, requests for statutory assessment.
- To develop and share knowledge of resources i.e. equipment, books, materials, knowledge of possible strategies with staff.

Other responsibilities within the setting as a practitioner:

- To implement and promote all The Mall Nursery and Crèche policies and the Staff Rule.
- To support the ethos, implementation and legal requirements of the Early Years Foundation Stage.
- To support a commitment to the theory and practice of equal opportunities.
- To ensure an adherence to the health and safety policy relating to the provision of play.
- To understand and carry out appropriate Safeguarding Children procedures, as instructed.
- To support all co-ordinators eg, Senco and Behaviour management in their duties.

- To ensure that all information pertaining to The Mall Nursery and Crèche, its operation, children, staff and parents remains confidential.
- To be flexible and adaptable, to assist in all areas of nursery work and to provide support for other members of staff. To work as part of the nursery team responding to needs as they arise, being aware of the needs of colleagues and supporting them to achieve effective outcomes for the children and the need to keep your knowledge of the additional services offered by the setting to families, up to date.
- To provide a role model of good practice to other members of staff.
- To assist in the keeping of development records and observations, and accident, incident and risk assessment and safeguarding records as appropriate. To use your profile rota time to maintain detailed and up to date records in the Early Years Foundation Stage Development & Learning Record and Early Years Foundation Stage Progress Tracker profiles for each 'key' child with SEN (coordinating learning with additional settings where applicable) ensuring they are completed, ready to be passed on to the next setting or to the parent.
- To be able to think and act quickly in a stressful or emergency situation, and to be aware of the correct procedures.
- To attend monthly staff meetings and training courses as directed but these may occasionally be longer due to full team staff meetings, and circumstances beyond our control) and all inset training days.
- To work as part of a team and contribute positively to the staff team.
- To go about your duties with a positive and enthusiastic attitude - to be organised, efficient, confident, hardworking and conscientious.
- To promote at all times good relations between staff members, parents and children, and at all times promote the good name and ethos of The Mall Nursery and Crèche.
- To cover any other staff responsibilities as appropriate at the request of the Manager/supervisors, particularly taking into account that unforeseen situations can occur when looking after children, and that the child's care and welfare is paramount at all times.
- Follow & implement all policies & procedures in the setting and be responsible for keeping up to date with any amendments issued to those policies, procedures.
- To undertake relevant training courses when required, complete the reflection & evaluation required, examining ways in which you incorporate your new knowledge, within the policies & procedures of the setting, into your role to improve the outcomes of the children in the setting
- To work with the Supervisors/Deputy Manager to develop and reflect on your practice, in order to maintain a high-quality delivery of education for the all the children in the setting.