

## Job Description & Person Specification

<b>Job Title:</b>	SENDCo
<b>Service / Provision:</b>	All Aboard Nursery
<b>Job Family:</b>	Support Staff
<b>Line Manager:</b>	Nursery Manager or any delegated person
<b>Salary Grade:</b>	C Grade 1 - 5
<b>Annex:</b>	Please ensure you refer to Annex 1 with this job description

### Key responsibilities

- Make sure the SEN policy is put into practice and its objectives are reflected in the provision improvement plan
- Maintain up-to-date knowledge of national and local initiatives that may affect the provision's policy and practice
- Maintain an accurate SEND register and provision map
- Analyse assessment data for pupils with SEN or a disability
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- To be aware of the settings responsibilities according to the SEND Code of Practice and ensure these are incorporated in the daily practice
- Ensure parents are closely involved throughout and that their insights inform action taken by the setting
- Complete all necessary paperwork in a timely and effective way
- Organise and/or attend professional/parental meetings, including SEND Support plan meetings, transition meetings etc.
- Continue continuous professional development through training and encourage staff to attend appropriate training
- Ensure awareness of any changes to legislation regarding SEND

### Working with external professionals

- Liaise with professionals or agencies beyond the setting, and ensure advice given by professionals is incorporated in to the setting planning
- Be aware of the provision in the local offer
- Work with early years providers, other provisions, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)

### Quality of support

- Following the graduated approach and implementing advice and strategies to improve children's outcomes
- Ensure all practitioners in the setting understand their responsibilities to children with SEN and the setting's approach to identifying and meeting SEN
- Advise and support colleagues
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use resources to meet pupils' needs effectively
- Implement and support Nursery practitioners with children's support plans and reviewing these with parents to evaluate their effectiveness

Tasks/duties	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>Hold a full and relevant Early Years Level 3 qualification</li> <li>Early Years SENCO qualification, or willingness to complete</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of training /further qualification in SEN</li> <li>Hold Paediatric First Aid qualification</li> <li>Hold Food Hygiene Certificate</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>Good working experience working with EY children</li> <li>Interested in supporting children with identified special needs</li> <li>Have experience/qualification in PECS or Signalong</li> <li>Working knowledge of the SEN Code of Practice</li> <li>Knowledge of the EYFS and Ofsted Regulations</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting EY affected autism/SCID</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>Have excellent organisational and time management skills</li> <li>Effective communication skills, both written and verbal.</li> <li>Proven ability to keep up to date records and ability to draw information together as needed to support EHCP application processes and finding applications</li> <li>Be honest, reliable, flexible and enthusiastic</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate an up to date knowledge of current thinking in developments in Early Years</li> <li>Have experience of contributing to EH processes leading TACs and EH reviews</li> <li>Be a qualified driver with a clean driving license</li> </ul>