

JOB DESCRIPTION

Service:	<i>Conkers (The Balsam Centre's Community Nursery)</i>
Job Title:	Early Years SENDCO. This job description is in addition to Early Years Educator (EYE) Level 3.
Reports To:	Nursery Manager
Main Purpose of Post:	
<p>The Early Years SENDCO role involves:</p> <ul style="list-style-type: none"> • ensuring all practitioners in the setting understand their responsibilities to children with SEND and the setting's approach to identifying and meeting SEND • advising and supporting colleagues • ensuring parents are closely involved throughout and that their insights inform action taken by the setting, and • liaising with professionals or agencies beyond the setting 	
Main Responsibilities and Duties:	
<p>All children are entitled to an education that enables them to:</p> <ul style="list-style-type: none"> • achieve the best possible educational and other outcomes, • become confident young children with a growing ability to communicate their own views and ready to make the transition into compulsory education <p>To have responsibility for coordinating the care and education of children with additional needs.</p> <ul style="list-style-type: none"> • Effectively use the planning, monitoring and recording systems to support children's needs. • Communicate with nursery practitioners regarding children's observations and identify a need for additional assessments. • Coordinate and support activities, plans, observations and assessments with individual key workers. • Keep up to date and accurate records and plans for individual children, including completing an EHA, EHCP, school entry assessments and any funding applications. • Identify and evidence any funding needed and used to assist in the delivery of care and education for individual children. • Liaising with parents and carers to discuss the needs of their children and sharing developmental information as required. • Attend multi agency meetings to provide updates and plans regarding individual children. • Communicate with other professionals via telephone calls, emails and face to face meetings in a timely manner. • Raise any safeguarding concerns with the nursery DSL. • Be responsible for staying up to date with SEND policies and procedures and cascade any information to the staff team. Commit to CPD. 	

The Early Years Educator SENDO will also:

- Work in partnership with parents/carers to determine children's learning styles and interests, identify each child's care, development and educational needs and ensure that they are met.
- Participate in regular supervision and attend staff meetings.
- Undertake 'out of hours' activities, e.g. training, planning meetings, monthly staff meetings, parents evening, fundraising events etc. as required.
- Liaise with other Early Years professionals as required.
- Be prepared to work additional hours, sometimes at short notice, in order to maintain ratios if a member of staff is unexpectedly absent.
- Ensure confidentiality of all information received and shared
- Undertake other duties and responsibilities by agreement with the Lead Senior EYE

• Facts and Figures:

Conkers Nursery provides integrated early years education and childcare for children aged from 3 months to school age. We operate between 7.45 a.m. and 5.45 p.m. from Monday to Friday 50 weeks per annum.

Conkers Nursery is registered for 38 children.

Standards of care and practice are mandated by OFSTED

SUPPORTING PROCESSES

Problem Solving and Creativity:

The post holder is required to work in creative and imaginative ways with children and their families and to plan activities which sustain children's interests and involvement, enabling a deep level of learning.

Decision Making:

Decisions will be made in liaison with the Management team.

Physical Effort and Working Conditions:

- The post involves lifting children and lifting and handling of play equipment
- It is an active role, taking part in practical activities and physical care of young children.
- We operate a free flow system (*outside/inside*), and all staff work outdoors daily. Appropriate clothing is required for all weathers.
- The post holder is likely to come into contact with people who are infectious. Others may have specific learning needs or emotional/behavioural needs

Contacts and Relationships:

- It is an essential element of the job to build and maintain a range of close contacts and relationships with children, young people and families and other professional staff.
- There is an expectation of contacts and discussions with Early Years professionals, voluntary bodies and other agencies relating to children's needs. These involve sharing information and may lead to the development of individual packages of support.

Additional Information:

This post is exempt from the Rehabilitation of Offenders Acts.

Knowledge, Skills and Experience:**Essential**

- An appropriate qualification, Level 3 in Early Years
- SENDCO Qualification or working towards
- Level 2 Numeracy and Literacy **or** equivalent
- Experience of working with in Early Years settings
- Experience of supporting children with additional needs, liaising with external agencies and working with parents and families
- Knowledge and understanding of the relevant Children's Acts, frameworks and statutory guidance including EYFS 2014.
- A thorough understanding of how children acquire the characteristics of effective early learning
- Awareness of and commitment to child safeguarding and associated responsibilities
- The ability to create and maintain accurate records to support children's learning, development, safety and welfare
- Have experience in completing applications and assessments online.

Desirable

- Experience of supporting parents and families within their home community
- Knowledge of In The Moment Planning
- Knowledge of Family App or similar recording systems
- Forest School qualification