

EASTON COMMUNITY CHILDREN'S CENTRE

JOB DESCRIPTION

JOB TITLE:	Early Years Specialist and Special Education Needs and Disabilities Coordinator (SENCo)
HOURS OF WORK:	39 per week to be worked normally between the hours of 7.45am and 6pm on a shift basis as required, Monday to Friday. Some evening and occasional weekend work may be required to attend meetings and training events. One day per week SENCo administration
RESPONSIBLE TO:	Pre-school Room Leads / Teachers and Centre Manager
SALARY:	£25,350

Purpose of the job

The SENCo position is held alongside being an Early Years Specialist in our Pre-school room. This allows for effective reflection and implementation resulting in the best possible outcomes for children.

Early Years Specialists are to provide and maintain an emotionally secure, safe, consistent, supportive and caring environment, appropriate to the needs of individual children and their families.

The **Special Education Needs and Disabilities Coordinator (SENCo)** is responsible for the day-to-day operation of the setting's Inclusion Policy to ensure that children with Special Educational Needs and Disabilities (SEND) are fully included into the early years setting.

Early Years Specialist

Main duties

I. Children

- I.1 To promote and value children's experience within an anti-discriminatory framework.
- I.2 To assist and support children in following and developing their interests and to assist and support children to have choice and freedom of expression.
- I.3 To foster respectful and warm relationships with children.
- I.4 To take part in activities with the children.
- I.5 To undertake Key Person responsibilities, planning a balanced range of daily activities which meets the developmental needs of each individual child, including language development, social, emotional, intellectual and physical development.
- I.6 To monitor and maintain records using Famly on each child's development in your key group, liaising with parents, staff, and other professionals, as appropriate.
- I.7 To ensure high standards of basic care and encourage personal hygiene with the children, and to be observant of their general health and welfare.
- I.8 To maintain a child centred environment, reviewing room layout, appropriate displays and play materials to ensure that the environment is stimulating and attractive and promotes the development of the child.
- I.9 To assume responsibility for all children left in your care.
- I.10 To fully support the Centre's commitment to Safeguarding and Child Protection through awareness and implementation of all applicable policies.

2. Routines

- 2.1 To monitor the condition of the toys and equipment in the Centre, in terms of safety, hygiene and correct storage, and to report any concerns immediately.
- 2.2 To prepare snacks for the children, supervise mealtimes and clear away afterwards.
- 2.3 To maintain the hygiene and cleanliness of the Centre, undertaking cleaning and laundry duties as required.

3. Parents/carers

- 3.1 To work closely with parents/carers to meet the needs of their child and to provide opportunities for them to participate in the life of the Centre.
- 3.2 To ensure good communication between staff and parents/carers by taking and passing on messages, answering the door/phone, explaining policies, and keeping parents/carers fully informed about their child.

4. Staff development

- 4.1 To supervise students and trainees as required.
- 4.2 To support and direct agency staff and volunteers as appropriate.

SENCo

Main Duties and Responsibilities:

- 5.1 To adhere to the special educational needs and disabilities Code of Practice.
 - 5.2 To respond to changes in legislation/practice from government and the Local Authority.
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- ## **6. Children and families**
- 6.1 To keep a SEND register of children with special educational needs and disabilities.
 - 6.2 Ensure that relevant background information about individual SEND children is collected, recorded and updated.
 - 6.3 To observe and support children as appropriate on the SEND register, using the Graduated Approach of: assess, plan, do, review to meet the outcomes identified for the child.
 - 6.4 To oversee that individual children's All About Me Profiles and IEPs are completed termly by the key person. To review individual children's Support Plans, Risk Assessments and Provision Plans every 6 months, with the key person.
 - 6.5 To coordinate allocation of Disability Access Fund (DAF) payments to best meet the needs of the individual children.
 - 6.6 Write detailed reports to make applications and reviews to the Early Years Inclusion Panel (EYIP) for funding. Being responsible for coordinating the funding allocated to each individual child. With clear communication to the Centre Manager, Office Manager and Finance Manager.
 - 6.7 Make referrals and requests using the Single Point of Entry form with guidance from Bristol's SEND Local Offer. Make applications for an Education, Health and Care Plans (EHCP) where needed.
 - 6.8 Involve parents in the discussions of any early concerns and agreeing the outcomes being sought for the child. To meet with parents regularly in order to ensure they are closely involved throughout and that their insights inform action taken by the setting.
 - 6.9 Support parents to fill in relevant documentation, such as the Disability Living Allowance form and parent questionnaires from professionals.

7. Staff

- 7.1 Ensure all practitioners in the setting understand their responsibility to SEND children and Easton Community Children's Centre's approach to identifying and meeting children's needs.
- 7.2 To support and advise all staff as appropriate, in how to adapt the setting to meet children's needs. To keep everyone up to date with relevant information.
- 7.3 To contribute to staff meetings and INSET days.
- 7.4 To develop and share knowledge of resources (equipment, books, materials and knowledge of possible strategies.)

8. Multi-Agency working

- 8.1 To liaise with other professionals from outside services and external agencies e.g. Area SENCOs, Social Workers, Teachers, Educational Psychologists, Occupational Therapists, Physiotherapists, Speech and Language Therapists, Sensory Support etc.
- 8.2 Incorporate advice from professionals into our continuous provision.
- 8.3 To liaise with settings and schools (reception) to provide supported transitions.

9. Professional development

- 9.1 Continually developing own practice and keeping up to date with relevant skills and knowledge, using the Bristol Early Years, Bristol Local Offer and Community Children's Health websites, SENCo Cluster meetings and training offered by the Local Authority.

10. General

- 10.1 To undertake any other duties as required in keeping with the aims of this post.
- 10.2 To work in line with professional expectations at all times.
- 10.3 To engage actively and constructively with supervision arrangements.
- 10.4 To maintain a positive, constructive, flexible and 'can-do' approach.
- 10.5 To work within Centre policies and procedures at all times including those relating to Equal Opportunities, Anti-discriminatory practice, Inclusion, Health and Safety and Confidentiality.
- 10.6 To be willing and positive about taking instruction and direction from the post's line manager, Director, Centre Manager, Trustees and from time to time other senior staff.