



## Job Description: Early Years/SEND Practitioner

<b>Job Title:</b>	Early Years and SEND Practitioner	
<b>Reports To:</b>	Preschool Managers	
<b>Hours:</b>	12-15 hours per week over 2/3 days but to be between 8:45am – 3:15pm during term time only, plus staff training sessions and meetings outside of normal opening hours up to seven times a year.	
<b>Salary:</b>	Teaching Pay Scale	Unqualified – £11.46 per hour Level 2 – £11.54 per hour Level 3 - £11.72 per hour

### Purpose of the Role:

- To provide inclusive play and learning opportunities for all children attending the preschool.
- To maintain a safe, stimulating and enjoyable environment for all children.

### Early Years Childcare and Education

- Implement and deliver the EYFS curriculum in accordance with the children's social, emotional, physical and intellectual needs.
- To keep informative, accurate and up to date records and assessments, including records of progress and any behavioural and developmental reports, using iPads and Preschool laptops.
- To work within the setting's policies and procedures.
- To respond to each child's need for individual care and attention and provide a high level of care and supervision that will enhance the children's general health and well-being.
- To act as a Key Person to a group of children and to ensure their needs are reflected in the planning of routines and activities. To support the work of other staff in their role as key person as required.
- To liaise closely with parents and carers: informing parents of their children's progress and encouraging them to become involved in their children's learning.
- To be aware of children's special educational needs and disabilities, and work with other staff and external agencies to support these children effectively.
- To liaise and work in partnership with other agencies, both statutory and voluntary where appropriate.
- To promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
- To carry out any recommendations made following regulatory inspections.
- To undertake any reasonable duties as directed by the Preschool Manager and the Deputy Preschool Manager.

### Staff / Training / Meetings

- To attend whole staff meetings outside of normal opening hours up to seven times a year.
- To attend any relevant training events or meetings as advised by the Preschool Manager / Committee and to keep up to date with current good practice and to meet statutory requirements.

*This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties in accordance with the Preschool's aims and objectives and as directed by the Preschool Manager.*

**PERSON SPECIFICATION – L2/3 PRESCHOOL ASSISTANT:**

<b>Qualification / Required Skills</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a pre-school setting or other similar experience.	X	
Diploma in pre-school practice, NVQ Level 2/3 or equivalent.		X
A willingness to obtain further qualifications or do relevant training.	X	
Enhanced DBS.	X	
A good, sound knowledge and understanding of EYFS.	X	
Sound understanding of child development and of children's needs and current legislation relevant to the Early Years.	X	
Ability and experience of implementing an Early Years curriculum, taking into account the SEND Code of Practice, child protection procedures, religious and cultural diversity and equal opportunities considerations.		X
Strong time management skills and ability to prioritise workload.	X	
Ability to foster strong working relationships with staff, volunteers and other professionals.	X	
Ability to work with parents and encourage their involvement.	X	
Ability to communicate effectively in a variety of ways, verbally and in writing.	X	
Computer literacy, including experience using Word (or similar) for reports and tablets	X	
Able to work on own initiative and influence good practice through own example.	X	
Caring attitude and a friendly, flexible approach.	X	
First aid qualification.		X
Food hygiene qualification.		X

*This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a DBS check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.*