

JOB DESCRIPTION

Post:	Senior Nursery Practitioner - SENCO
Responsible To:	Nursery Manager
Summary of Post:	The Senior Nursery Practitioner is responsible for supporting the Nursery Manager and the staff team in delivering high quality care and education for children with SEND.

Specific Duties:

Alongside the role of a Nursery Practitioner the SENCO will also be responsible for:

1. Leading the staff team to ensure all practitioners understand their responsibilities to children with SEND and to develop and lead the setting's approach to identifying and meeting the needs of children with SEND.
2. Providing advice and support for practitioners on planning and delivery of the Early Years curriculum for children with SEND.
3. Leading on liaison with outside agencies and other professionals.
4. Liaising with parents and carers to ensure they are well informed and working in partnership with the setting to support children with SEND.
5. Meeting all requirements of record keeping and provision maps for children with SEND.
6. Keeping up to date and informed about best practice in Early Years with regard to SEND and Inclusion.
7. Leading the planning, delivery and monitoring of targeted support and interventions for children with SEND.
8. Meeting the requirements of a Nursery Practitioner with regard to the welfare, education and care of children in the setting.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Record keeping, report writing and presentation skills.	✓	✓	4
2.	Good organisational and time management skills.	✓	✓	4
3.	A flexible approach to work.	✓	✓	4
4.	Excellent leadership skills with the ability to support, lead and motivate team members.	✓	✓	6
5.	Excellent communication and interpersonal skills both verbal and written at all levels including professional, practitioner level and to engage with children parents and families.	✓	✓	6
6.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos.	✓	✓	6
7.	An accurate ability to plan for children's individual learning and development through observation and assessment using the EYFS.	✓	✓	4
Experience				
1.	A minimum of three years' experience working in an early years environment.	✓	✓	6
2.	Extensive experience or a qualification in supporting children in Early Years who have special educational needs.	✓	✓	6
3.	Experience of working in partnership with parents and other key carers.	✓	✓	4
4.	Significant knowledge of a child's development and children's needs.	✓	✓	4
5.	Significant knowledge of legislation relevant to early years for example, EYFS, SEN, Safeguarding, Childcare Act 2006, including policies and process for supporting children with SEND.	✓	✓	6
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C or above).	✓		6

2.	English Level 2 (e.g. equivalent to GCSE grade C or above).	✓		6
3.	Relevant and recognised level 3 qualification in Early Years.	✓		6
4.	Relevant training or qualification in Inclusion and Special Educational Needs	✓		6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service. In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - it would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.