



Job Description – Early Years SEND Assistant

<p><b>Job Description</b></p> <p>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p><b>Summary of the role:</b></p>	<p><b>Job Title:</b> Early Years SEND Assistant</p> <p><b>Location:</b> Pilgrims Pre-Preparatory School, Brickhill Drive, Bedford, MK41 7QZ</p> <p><b>Line Manager:</b> Early Years Operations Manager</p> <p><b>Hours:</b> 15 hours per week, Term time</p> <p><b>Role Summary:</b></p> <p>Deliver high-quality one-to-one support to children who need extra help across all areas of the Early Years Foundation Stage (EYFS). Implement both group and individual interventions as agreed, and communicate with Key People and the Early Years Leadership team as necessary, to ensure children receive the support they need and are making progress. Act as an example by embodying the school values of Curiosity, Kindness, and Respect.</p>
<p>Main duties and responsibilities:</p>	<p><b>General duties:</b></p> <ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of the children for whom you are responsible and with whom you come into contact with.</li> <li>• Support and implement the agreed vision, aims and values of the school</li> <li>• Ensure that the educational, physical, cultural, emotional and social needs of the children in line with the EYFS</li> <li>• Conduct themselves in a way that promotes Schools' values towards families, colleagues and other partners</li> <li>• Provide support for children in the Early Years who have Special Educational Needs and Disabilities. This includes enhancing teaching quality, using resources effectively, and maintaining high standards of learning and achievement for all children.</li> </ul> <p><b>Learning and Development of Children</b></p> <ul style="list-style-type: none"> <li>• Support and assist the EYOM, Pastoral &amp; SENDCO and all EYs staff with the educational, physical and social needs of children identified with SEND.</li> </ul>

- Ensure that each child's voice is heard by following a person-centred approach, supporting DM in developing one-page profile and use this to personalise learning.
  - Liaise with the Pastoral & SENDCO, Managers, Room Leaders, Key Persons, Parents where necessary with regards to setting SMART targets and implementing the Individual Provision Plans (IPPs) to target specific areas of learning difficulty
  - Work under guidance of the SENDCo to plan and deliver targeted SEND provision within EYs; appropriate individual activities and small group interventions to support the implementation of each IPP.
  - Provide and support children in the EYs in small groups or in a 1:1 situation with a range of multi-sensory and stimulating activities using a variety of mediums, targeting specific areas of learning or developmental difficulty.
  - Monitor the pupil's progress and, where appropriate, modify or adapt the activities to achieve the intended learning outcomes.
  - Consistently and effectively implement agreed behaviour management strategies in line with the school's behaviour policy.
  - Provide regular feedback on children's learning and behaviour to the manager/room leader/key person/ EYOM as required
  - Provide 1:1 support for individual children where necessary.
- Communication:**
- Support the EYOM and Department Managers with writing and implementing IPPs.
  - Liaise with Key Persons, Managers to provide a written review of children's progress towards IPP targets and use this to inform next steps
  - Encourage and foster close relationships with parents, offering help and guidance where appropriate.
  - Ensure you remain up to date with all methods of communication including emails, school diaries, communication books and meeting minutes
  - Support and assist each child so that they can access a range of opportunities to enhance their communication skills and learning and development.
- Training and Development**
- Provide an exemplary, professional role model for other practitioners
  - Attend INSET, training days and relevant staff meetings
  - Take an interest in all subject areas and be prepared to further extend knowledge by attending relevant training

	<ul style="list-style-type: none"><li>• Actively participate in regular performance management cycles, completing all paperwork to support and identify areas of development and training needs</li></ul> <p><b>Other:</b></p> <ul style="list-style-type: none"><li>• Attend consultation evenings, Open Days etc as requested</li></ul> <p>You may also be required to undertake such other comparable duties as required by the Room Leader, Manager, EYOM, Head of EY and Headteacher</p>
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*This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment with appropriate discussion.*

## Person Specification – EYs SEND Assistant

<b>Person Specification</b>			
<p><b>Pilgrims Pre-Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p> <p>Children who may require some additional academic support for a short period of time will be classed as having 'Additional Needs'.</p>			
<b>SEN Support Assistant</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	NVQ Level 3 or equivalent	First Aid qualification SENDCo training Additional role specific courses and training	Certificates
<b>Experience</b>	Experience of working with children in EYs in a small group or on a 1:1 basis, both in and out of the classroom  Experience of working with children with special needs and speech, language and communication needs.  Experience delivering variety of targeted SEND interventions  Experience of using the EYs Framework.	Experience of managing administrative tasks  Experience using Earl Years Management system  Experience creating and reviewing individual provision plans	Application form  Interview  References
<b>Knowledge and Skills</b>	Good standard of written English and numeracy  Excellent relationship with children  Good behaviour management  Good interpersonal skills  Proficient in ICT skills  Effective behaviour management strategies  Ability to be organised and well prepared	The ability to use sign language (such as Makaton)  Knowledge of SEND, e.g., ADHD, Autistic Spectrum, Speech and Language needs or similar	Interview  Interview task  References
<b>Personal competencies and qualities</b>	Ability to work in a team  Ability to use initiative and work flexibly  Good communicator	Range of outside interests  Sense of humour	Interview  References