



Chertsey and Dorking Nursery Schools and Mole Valley Family Centre

JOB DESCRIPTION

This job description should be read in conjunction with the latest School Teachers' Pay and Condition document

Title	Special Educational Needs Co-ordinator (SENCo)
Date	September 2022
Location	Chertsey Nursery School
Accountable to	Executive Headteacher /Head of School
Accountable for	SEND Team and all children with SEND (0.4 FTE)/Class teacher (0.6 FTE)
Job Purpose	To be accountable for providing professional leadership, guidance and management in relation to the development and implementation of the SEND policy across the school, to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all children. To be an active member of the nursery team implementing the EYFS and creating a caring, stimulating environment which provides outstanding quality education and care to enable each child to develop to his/her full potential.

Main Responsibilities

Strategic Development/Leadership/SENCo

- As a member of the Senior Leadership Team (SLT) to contribute to the development of strategies, policies and practices aimed at raising standards of attainment and achievement throughout the organisation
- Provide regular progress updates to SLT and Governing Body, in relation to SEND to ensure they are fully aware of all associated successes, issues and concerns
- Assist with the formulation, communication and monitoring of the Development Plan, particularly in relation to SEND, ensuring concerns and ideas are considered, and that all staff understand the key targets and the part they play in achieving these
- Monitor SEND throughout the nurseries
- Contribute to the formulation of a SEND policy and be responsible for its implementation, monitoring, evaluation and review in order to ensure all children have access to a curriculum which contributes to their development and prepares them for the opportunities, responsibilities and experiences of adult life
- Be responsible for the line management of the SEND Team at Chertsey and responsible for the SEND provision
- Ascertain the training needs of staff with regard to SEND and ensure that provision is made to address this
- Provide regular feedback to all staff supporting children with SEND in a way which recognises good practice and supports their progress against performance management objectives, resulting in a tangible impact on progress, achievement and behaviour
- Support and assist staff supporting children with SEND to ensure they understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies
- Work in partnership with parents/carers by organising and carrying out parent tours, home visits, making regular contact, leading termly review meetings, coffee mornings, workshops for parents, etc.

- Ensure all children identified with SEND in the nursery's have individual plans which are tailored to their needs, implemented effectively, monitored and reviewed in conjunction with parents and key workers on a regular basis
- Communicate and work effectively with other professionals and outside agencies as appropriate, including seeking additional funding/grants, attending panel meetings, offering specialist provision places, working with Educational Psychologists, Chair Reviews, arrange formal reviews
- Work in close partnership with the leadership team and teaching staff to ensure consistency across the specialist provision and liaise on prospective children
- Attend local area partnership network and update meetings

Teaching and Learning

- Carry out the role of teacher and meet all standards in accordance with the most recent publication of DfE Teaching Standards (QTS)
- Offer a stimulating and varied classroom environment in which education and care can be provided to meet the needs of all children
- Work in all areas of the classroom and outdoors as timetabled and take responsibility for the learning, supervision and welfare of children
- Develop effective ways of overcoming barriers to learning and sustaining effective teaching, through the analysis and assessment of pupil needs, by monitoring the standards of teaching and of pupil achievements, and by setting targets for improvement so as to raise standards of pupils' learning and achievement
- Be a key person and carry out all the duties associated with this
- Maintain effective partnerships between parents and school, and liaise effectively with external agencies, so as to promote and secure maximum support for children's learning
- Identify appropriate resources to promote and support the achievements of SEND children and ensure they are used efficiently, effectively and safely
- Have a thorough understanding of the Early Years Foundation Stage and keep abreast of both EY and SEND developments
- Communicate and work effectively with other professionals and outside agencies as appropriate

Other responsibilities

- Implement the aims and policies of the organisation
- be prepared to work flexibly when possible to ensure the smooth running of the organisation, including providing teaching cover during non-contact and staff absence under the direction of the leadership team
- Deputise for the Head of School in her absence in partnership with other members of the leadership team
- Contribute to the life of the organisation as a whole, attending staff meetings and in-service training as required
- Participate in the ongoing cycle of support and appraisal for your own professional development
- Ensure that all safeguarding procedures are in place and implemented consistently

September 2022

PERSON SPECIFICATION – SENCO/Class teacher

Qualifications	Essential (E) / Desirable (D)	Method of assessment
<ul style="list-style-type: none"> Graduate with Qualified Teacher Status A-C GCSE English and Mathematics or equivalent qualifications NASENCO Qualification 	E E D	Certificates
Experience		
<ul style="list-style-type: none"> Nursery or EYFS training as part of degree/qualification Recent and successful experience of working in an EYFS setting Experience working in a maintained EYFS setting Experience of leading settings and deploying staff Experience of effective partnership working with parents 	E E D E E	Application Interview tasks
Professional knowledge & understanding		
<ul style="list-style-type: none"> Evidence of relevant continued professional development Sound understanding of the EYFS curriculum and play based learning Knowledge and understanding of the EYFS Framework and the impact of early years development on children Empathy with children and adults Knowledge of best practice and procedures for safeguarding children and young people Understanding of quality in learning and teaching and how to achieve excellence Knowledge and understanding of the SEN codes of Practice and SEND reforms 	E E E E E E D E	Application Interview tasks
Professional qualities		
<ul style="list-style-type: none"> Outstanding EYFS practitioner Committed to the development and maintenance of good relationships with staff, parents, children, other professionals, governors and the community Committed to CPD Communicates enthusiasm and energy Resilience, perseverance and optimism in the face of difficulties and challenges Capacity to be flexible, adaptable and creative Commitment and dedication to the extended role of teacher, leader and wider professional responsibilities Take the lead in deploying staff in the absence of other leaders 	E E E E E E E D	Application Interview tasks
Skills & aptitudes		
<ul style="list-style-type: none"> Able to plan and organise effectively Excellent organisational and time management skills Excellent communication, written and IT skills Communicates at a level and in a manner appropriate to the situation with all stakeholders Passionate, reflective and committed EYFS practitioner Flexible and adaptable Work as part of a team Able to think creatively to anticipate, solve problems and compromise when required Able to deal sensitively with people and resolve conflicts Patience and a good sense of humour. 	E E E E E E E E E E	Application Interview tasks