

Role Profile

Chertsey Nursery School



Part A - Grade & Structure Information

Job Family Code	5CLES	Role Title	Lead SEND Assistant
Grade	S5	Reports to (role title)	Classteacher and Senior Leadership Team
JE Band	161-191	School	Chertsey Nursery School
		Date Role Profile was created	Apr-20

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To be an active member of the professional nursery team, working closely with the SEND team and classteacher to provide a stimulating and safe environment so that the childrne can meet their individual needs.</p> <p>Key functions include:-</p> <ul style="list-style-type: none"> - demonstrate and understanding of and be able to implement the EYFS - help to plan and set up an environment and a range of activities where the children's learning is maximised - be part of planning and evaluation meetings - support individual children by working closely with classteacher to ensure outcomes for the child are addressed - work in all areas of the environment, both inside and outside as timetabled and take responsibility for the learning, supervision and welfare of the children as directed by lead practitioners - develop the children's learning through a variety of strategies which include teaching, role modelling, support and encouragement - lead intervention activities and sessions as directed and planned by the classteacher - initiate and engage with all children in their play - liaise closely with other members of the team, parents and professionals - deputise in the absence of the lead practitioner (classteacher), by directing the team, leading group time sessions - undertake observations of the children in order to contribute to the individual child's records, and upload observations and evidence of the children onto Tapestry - support children during lunchtime/snack
Work Context	<p>Chertsey Nursery School is one of Surrey's 4 Maintained Nursery Schools. There are approximately 70 children on roll in the Nursery including a Special Needs Centre.</p> <p>The role is based in the Special Needs Support Centre, working with 10 children. The Governing Body is Federated with Dorking Nursery School and Mole Valley Family Centre and there is a close partnership between the two settings.</p>

Line management responsibility if applicable	None
Budget responsibility if applicable	None
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Support delivery</p> <ul style="list-style-type: none"> • May provide specialised support /interventions for individuals or groups. This may include leading on a specific allocated intervention. • Monitoring and maintaining a programme of activities / interventions e.g. wider curriculum support, lunchtime resourcing & coordination • Use of specialised tools/equipment • May carry out personal care routines as appropriate. • May respond to pupils' pre-agreed routine caring tasks (including routine medical needs). • Provide support with whole class supervision, on a regular basis, for teachers' planned lessons (some roles). <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan and organise own work and work of other members of the team (where appropriate) to meet given priorities. • Contribute to broader activities by providing specialist support and effective resourcing, coordination and monitoring of those activities. • Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements. <p>Work with others</p> <ul style="list-style-type: none"> • Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service. • Develop strong relationships with partners and stakeholders to deliver a timely and

	<p>efficient service.</p> <ul style="list-style-type: none"> • Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures. • May supervise the work of more junior staff, escalating performance issues appropriately. <p>Resources</p> <ul style="list-style-type: none"> • Deliver a range of practical services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assist in the delivery of relevant assessments/ evaluations. • Ensure information and records are processed and stored to agreed procedures. • Ability to store data and carry out basic analysis. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications. Contribute to and influence children’s learning and personal development. To have regard to and comply with safeguarding policy and procedures.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Minimum 3 GCSEs at Grade C or above (Including English & Maths), or equivalent, or able to evidence ability at an equivalent level. • May be required to hold a certificate of competency in a defined area relevant to the role e.g. first aid at work, ADHD, behaviour management, advanced literacy, NNEB or other relevant qualifications at level 2 . • Competent in a range of IT tools. • May be required to hold practical knowledge or experience relevant to the role. • Ability to work with others to provide excellent customer service. • Good written and oral communication skills with the ability to build sound relationships with staff and customers. • Able to prioritise and plan own workload in the context of conflicting priorities. • Ability to guide and support less experienced or more junior colleagues. • Experience of working in a similar service environment. • Some roles may require work out of office hours in outdoor environments.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Basic understanding of SEND and communication needs/systems, such as ASD, global delay, PECS, Makaton, Behaviour Management</p> <p>EYFS knowledge</p> <p>Proactive, willing to learn, good problem solving skills and enthusiastic</p> <p>Good spoken and written English skills due to the nature of the children supporting</p> <p>Experience of working with parents and other professionals</p>

Role Summary	Roles at this level typically provide a practical support as part of team. They work within established processes and procedures, resolving problems or extending activities with the more difficult issues or behaviours referred to others. They support more senior staff by covering specific aspects of the teaching/learning programme and will be fully versed in the procedures of their specialism. They will usually be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales.
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Chertsey Nursery School is committed to safeguarding and promoting the welfare of children, families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced background check by the Disclosure and Barring Service and satisfactory references.

