



JOB TITLE: Early Years Assistant (SEN)

RESPONSIBLE TO: Executive Head Teacher/Deputy Head Teacher
Assistant Head Teacher/Teacher

Job Description

At Bedford Nursery Schools Federation we believe

“All families are valued as individuals. All staff support children’s development, well being and learning through play in a safe, caring and challenging environment”.

“All children and their families are respected as individuals regardless of special need, race, religion gender reassignment or sexual orientation”

Internal responsibilities under the guidance of the Executive Head Teacher

- To work with and support all staff in the delivery of the daily curriculum
- To assist all staff in creating a well maintained and stimulating environment for the children
- To be responsible, along with all staff, for ensuring the safety and welfare of children at all times
- To be aware of and empathise with the particular needs of all children.
- To promote the development of listening skills and communication and to ensure that the children understand your instructions
- To ensure that the children are able to use the equipment and materials provided
- To motivate and encourage the children as required
- To promote an inclusive culture for all pupils
- To supervise small groups of children for example storytelling, singing, outdoor activities, under guidance.
- To contribute to the planning and evaluation meetings

Main duties with the children

- To support families who have a child accessing our provision
- To support school staff in the implementation of EYFS through the school’s policies
- To assist in the provision of the full range of activities which will allow each child to develop to his/her full potential
- To observe, monitor and assess children as individuals and as members of the nursery community
- To support children with SEN including the gathering of evidence to assist with funding applications
- To promote equality of opportunity for all children including contributing to the writing of IEP’s.
- To contribute to children’s records
- To support children with interventions
- To understand basic first aid for the children as required
- To ensure all records are current and well organised.
- To support families as the child’s first and most enduring educator
- To ensure the learning environment for all is well maintained and stimulating for the children.
- To participate in the lunchtime arrangements
- To attend home visits, supporting the classroom teacher, and build relationships with children and parents

- To lead groups of children in specific activities as planned with the teacher/senior practitioner
- To undertake preparation and maintenance of resources, equipment and materials in the indoor and outdoor learning environment
- To prepare and collect resources for enhanced provision and experiences
- To ensure provision is meeting the needs of children with special educational needs
- To display children's work in line with the policy of the setting
- To encourage the development of language, speech and conversation at all times
- To record the progress of the children through observations and record keeping
- To help children with feeding, changing clothes, toileting and to maintain hygienic standards at all times
- To establish a good working knowledge of each child
- To follow children's individual care plans.

Responsibilities as a Staff Member

- To comply with all the policies, practices and procedures of the school and to carry out all duties with full regard to the agreed equal opportunities principles
- To liaise with and work alongside practitioners from different early years settings and lower/primary schools and support all forms of transition
- To support Initial Training and Continuing Professional Development within the school
- To promote an effective multi-agency approach
- To liaise with a range of professionals, including Children's Centre practitioners
- To promote the services of the school working towards full capacity
- To pursue actively and implement the aims and policies of the school
- To work with professionalism and confidentiality at all times particularly in respect of school related matters and to prevent disclosure of confidential and sensitive information
- To play a full and active role in the federation professional development including dedicated days
- To promote the activities of the school at all times
- To positively contribute towards the achievement of the Federation Development Plan, Professional Development reviews and other quality initiatives
- To carry out all responsibilities with regard to the Council's Policy and Procedures as adopted by the Governing Body.
- To comply with all Health and Safety at work requirements as laid down by the employer
- To form positive relationships with parents which are professional and appropriate
- To positively contribute to performance management processes and procedures.

Flexibility Clause

- To be willing to work across the federation as required in the best interests of the children.
- To undertake tasks of a similar nature and level as requested by the Executive Head Teacher or Deputy Head Teacher

Variation Clause

This is a description of the job as it is constituted at the date shown below. It is the practice of the Authority to periodically examine job descriptions, update them ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

Date: May 2015