

## JOB DESCRIPTION

Designation:	Early Years Foundation Stage Assistant (SEND Support)	Grade:	Scale 2
Reports to (Designation):	Headteacher and Inclusion and Diversity Leader	School:	Chelwood Nursery School

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### **Main Purpose of the job:**

To provide class teams with greater capacity to support identified children's needs, in particular those with Education Health Care Plans. This can involve being a dedicated 1:1 support for a child with additional needs, but can also include working as a member of your class team and other children in the class to enable colleagues to work with children with specific special education needs and disabilities (SEND).

The Early Years Foundation Stage Assistant/ SEND Support will be a member of a team, working under the leadership and supervision of the teacher and Inclusion Leader /SENCo.

You will work within a class team to implement the EYFS and support the physical /general care of pupils, specifically those with SEND; provide support and access to learning for pupils and provide general support to the teacher and nursery nurses in the support of children and management of the learning environment both inside and outside.

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### **Summary of Responsibilities and Personal Duties:**

#### **SUPPORT FOR PUPILS**

1. Attend to the children's personal needs and implement the child's support plan, including
2. social, health, physical, hygiene, first aid and welfare matters
3. Supervise and support children, ensuring their safety and access to learning
4. Establish good relationships with children acting as a role model and being aware of and
5. responding appropriately to individual needs
6. Promote the inclusion and acceptance of all children
7. Encourage children to interact with others and engage in activities planned by the class
8. team
9. Encourage children to develop their independence and autonomy

#### **SUPPORT FOR THE TEACHER**

10. Prepare and maintain the learning environment as directed, for children's learning and
11. support children in tidying up, and assist with the display of children's work JD TA (nursery EYFS)
12. Be aware of children's needs/progress/achievements and report to the teacher and class team/ key person as agreed
13. Undertake child observations and record keeping as requested
14. Support the teacher and class team in managing children's behaviour, reporting difficulties as appropriate
15. Gather/report information from/to parents /carers as directed
16. Provide clerical/admin support eg. photocopying, IT tasks, filing etc.

## **SUPPORT FOR THE CURRICULUM**

17. Support children in understanding routines
18. Supporting children in the learning environment
19. Supporting children in using basic ICT as directed
20. Prepare and maintain equipment/resources as directed by the teacher and assist children in
21. their use

## **SUPPORT FOR THE SCHOOL**

22. Be aware of and comply with policies and procedures relating to child protection, health,
23. safety and security and data protection, reporting all concerns to an appropriate person
24. Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep
25. confidences as appropriate
26. Be aware of and support diversity and ensure all children have equal access to opportunities
27. to learn and develop
28. Contribute to the overall ethos/work/aims of the school
29. Appreciate and support the role of other professionals
30. Attend relevant meetings as required
31. Participate in training and other learning activities and performance development as required
32. Assist with the supervision of children at all times, including before and after school
33. Accompany teaching staff and children on visits, trips and out of school activities as required

## **Equalities**

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities

All employees are required to participate in the Performance review and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

Number of fully managed staff: 0

Number of partially managed staff: 0

## PERSON SPECIFICATION

**JOB TITLE:** Early Years Foundation Stage Assistant  
(SEND Support)

**POST NO:** 1

**DEPARTMENT:** Chelwood Nursery School

**GRADE:** Scale 2

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

### **Equality & Diversity**

- Awareness of and a commitment to Equality of Access and Opportunity in a diverse community S
- Understanding of how equality and diversity relates to this post S

### **Knowledge**

- Knowledge of the Statutory Framework for the Early Years Foundation Stage S
- Ability to relate well to children and adults S
- An understanding and commitment to the safeguarding of children and their well-being
- Use basic technology eg. computer, photocopier, digital camera, and willingness to use ICT to support children's learning

### **Aptitude**

- An ability to work collaboratively as part of team. S
- An ability to assist in the organisation and maintenance of a nursery learning environment S
- An ability to work as part of the school's daily organisation plan and rota system. S
- An ability to be flexible and receptive to change. S

### **Skills**

- An ability to communicate effectively with children and adults S
- An ability to communicate effectively both orally and in writing S
- An ability to acquire new skills and undertake further training when necessary S

### **Experience**

- Working with, or caring for, children ages 0-5 years S
- Working with, or caring for, children under 5 with Special Educational Needs
- Experience of meeting the needs of children with Autistic Spectrum Disorder/Condition, and /or speech, language and communication needs

**General Education and training**

- Good numeracy/literacy skills S
- Participation in development and training opportunities S
- Paediatric First Aid qualification or willingness to gain Paediatric First Aid certification on appointment
- Relevant SEND training eg. Autistic Spectrum Disorder, Makaton, PECS, supporting speech, language and communication skills

**Personal Qualities**

- Good interpersonal skills S
- A commitment to inclusive early years practice, and to working in partnership with parents and other adults to this end S
- An interest in working with children in an urban multi-cultural and multi-faith community.
- An interest in working with children with Special Educational Needs
- To be flexible, and adaptable and able to remain calm under pressure EJD TA (nursery EYFS)
- To be supportive and approachable to children, families and other adults S
- Keen to be part of our Outstanding Chelwood Nursery School team

**DBS Disclosure Required?**    **No**        **Basic**        **Enhanced**     Yes

**Physical**

Generally candidates must meet the standard Lewisham requirements for the post