**Early Years Professional (EYP) Job Description**

Members of staff should at all times work within the framework provided by the School’s Policy statements to fulfil the general aims and objectives of the School Development Plan.

* Lead on ensuring high quality provision is made for FE2 pupils and other 2yr olds attending Moss Hall Nursery School.
* Manage the resourcing and staffing as required to make said provision.
* Lead on implementing and adapting EYFS curriculum for children with ASC ,including planning and assessment.
* Lead on termly meetings to share OP&L reports with parents/carers
* Lead on home/school visits for children in 2 year olds class.
* Lead on liasing and working with the 3 and 4 year olds class in terms of transition of 2 year olds to the 3 and 4 year olds class.
* Lead on covering PPA and absence for 2 year olds class.
* Lead on training non teaching staff for the implementation of observations
* Lead on the overall implementation and assessment of IEP targets by having responsibility of taking charge of the following areas of the SEND curriculum. This includes Attention Autism, Intensive Interaction, PECS, Sensory Play/Art and Social Skills through a range of learning activities.
* Lead on writing rationales for the non academic curriculum under the instruction and supervision of Senior Leadership Team (HT and DHT).
* Lead on working in a multi disciplinary team for curriculum responsibilities areas and to work closely with provision SALT and other professionals
* Lead on ensuring that non teaching staff are carrying out daily OT activities as instructed by the OT and Deputy Headteacher.
* Lead high quality, developmentally appropriate, child centred play activities based on children’s interests and IEP objectives
* Lead on providing a safe, secure and nurturing environment
* Lead on organising rotas’ for trips, accessing the larger playground for 3 and 4 year olds and lunch duties with specific regard to Risk Assessment procedures
* Lead on maintaining health and safety throughout the working day in terms of staff – child ratios both inside and outside
* Reporting any unknown absences and lateness to School Secretary or SLT
* Lead on liasing with parents regarding the administration of First Aid/Medication
* Lead on the supervision and reporting of any concerning First Aid matters , liasing with SLT.
* Lead with supporting parents in the organisation and in carrying out fund raising events
* Lead with good communication skills, humour, high levels of energy and enthusiasm.
* To contribute to behaviour plans under the guidance of SLT.
* To report any child protection concerns to SLT
* To maintain high standards of confidentiality and professionalism at all times
* To collate evidence based documentation to support Deputy Headteacher in maintaining staffing for children with 1-1 support
* Act as a supportive, mature role model to colleagues across the 2 year olds class
* To ensure positive relationships and behaviour strategies for the well being of both staff and children
* Motivate and support staff by encouraging their strengths and supporting the areas for development
* To support Deputy Headteacher by contributing to (their role of) IEPs, Annual Review Reports and attending or covering in class during Annual Review Meetings