

## Job Description

<b>Job Title</b>	<b>Inclusion and Special Education Needs Coordinator (SEND)</b>
<b>Pay scale</b>	Level 5
<b>Location</b>	Blenheim Early Years
<b>Responsible to</b>	Nursery Manager/Deputy Manager
<b>Purpose</b>	<ul style="list-style-type: none"> <li>● Fulfil the professional responsibilities of an early years practitioner</li> <li>● Ensure that all pupils, including those with SEND, receive their full educational entitlement and raise their achievement.</li> <li>● Work with SEND pupils, supporting them to work towards their individual targets on ISPs, statements and/or Education Health and Care Plans.</li> <li>● Maintain a strategic overview of SEN and inclusion throughout the nursery, ensuring appropriate provision and resources to meet the needs of vulnerable children..</li> <li>● To safeguard and promote the welfare of all pupils and to undertake training as a designated safeguarding lead.</li> <li>● To follow school policies and the staff code of conduct.</li> </ul>
<b>Job context</b>	This role is a leadership one, and involves working with the nursery leadership team, external agencies and professionals to support the needs of vulnerable children within the nursery setting.
<b>Key areas of responsibility</b>	
<b>Teaching &amp; learning</b>	<ul style="list-style-type: none"> <li>● Work with colleagues to develop effective ways of bridging barriers to learning through the assess, plan, do, review cycle</li> <li>● Undertake day-to-day coordination of SEND provision through close liaison with pupils, parents, staff and other professionals.</li> <li>● Review the curriculum for SEND pupils regularly, to ensure that it remains up-to-date and that there are high and realistic expectations of SEND pupils.</li> <li>● Plan and implement strategies where improvement needs are identified.</li> <li>● Plan and implement well-structured, high-quality activities to assigned practitioners, groups and individuals, ensuring an accessible curriculum for all, following the nursery routines and Individual support plans .</li> <li>● Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making productive use of assessment.</li> <li>● Set high expectations for learning and behaviour which inspire, motivate and challenge pupils to achieve their best.</li> <li>● Demonstrate good subject and curriculum knowledge.</li> </ul>

	<ul style="list-style-type: none"> <li>● Set and agree individual targets and timetables for children to secure positive outcomes and the best life chances for SEND pupils.</li> <li>● Remove barriers to learning by recognising the needs of individual pupils and develop flexible provision, supporting them to develop skills in relation to emotional regulation, social communication and managing sensory needs.</li> <li>● Ensure that pupils with SEND are sensitively supported to successfully transition between phases of their education.</li> </ul>
<b>Strategic</b>	<ul style="list-style-type: none"> <li>● Contribute to the development, implementation and evaluation of the nursery curriculum to create a positive ethos for pupils with SEND.</li> <li>● Work with others on curriculum development and raising pupil achievement to secure co-ordinated outcomes, specifically related to SEND and Vulnerable Pupils</li> <li>● Attend and contribute to professional meetings of vulnerable children, including CIN and CP meetings.</li> <li>● Provide guidance to all staff to secure good practice for all SEND and Vulnerable pupils</li> </ul>
<b>Deployment of staff &amp; resources</b>	<ul style="list-style-type: none"> <li>● Contribute to the recruitment, induction, appraisal and professional development of staff, focusing particularly on the needs of SEND pupils.</li> <li>● Direct and supervise support staff, and where appropriate, other practitioners</li> <li>● Maintain and develop resources, coordinate their deployment and monitor their effectiveness in meeting the needs of SEND pupils.</li> <li>● Work as an early years practitioner within the setting when not directly engaged in tasks and responsibilities relating to your SEND role.</li> </ul>
<b>Communication &amp; collaboration</b>	<ul style="list-style-type: none"> <li>● Communicate effectively with pupils, parents/carers and staff.</li> <li>● Coordinate statutory assessments, Annual Reviews and reviews of Education, Health and Care Plans, ISPs, EHCNAs and EHFSAs where appropriate and attend relevant meetings.</li> <li>● Collaborate and work with colleagues and other relevant professionals within and beyond the school.</li> <li>● Develop effective professional relationships with colleagues.</li> <li>● Share knowledge and experience with other SEND provisions as part of the development of a network of schools and attend professional network meetings.</li> <li>● Make referrals and liaise with professionals and other agencies outside of the school; this could include Educational Psychologists, health and social care providers, speech and language therapists, specialist outreach services, occupational therapists, C-SPOC referrals.</li> <li>● Provide regular information to the Nursery Manager and Deputy Manager on the evaluation of SEND provision.</li> </ul>
<b>Continuous Professional Development (CPD)</b>	<ul style="list-style-type: none"> <li>● Take part in the nursery appraisal procedures.</li> <li>● Take part in further training and development in order to improve your own practice.</li> </ul>

- Where appropriate, take part in the appraisal and professional development of others, including support staff working 1-1 with SEND pupils.
- Offer continuous advice and support to all practitioners where necessary so that children make good progress.

### **General responsibilities**

All employees are expected to:

- Undertake any training commensurate with the post.
- Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business.

This job description does not form part of the contract of employment.