

Job Description and Personal Specification

POST TITLE: EYFS SENCo
ULT SCALE: PT4 to EPT1 0.6 (3 days) £38,550 to £44,250 pro rata
REPORTING TO: Headteacher / Lead SENCo

JOB DESCRIPTION

Main Purpose of job:

The EYFS SENCo, under the direction of the Lead SENCo, will:

- Deliver a service to early years setting to support them in meeting the needs of the children with SEND.
- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- To provide targeted support to early years setting to improve provision and outcomes for children with special educational needs.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.

Main Responsibilities

Strategic development of SEN policy and provision

- Make sure the SEN policy is put into practice and its objectives are reflected in the School Improvement Plan.
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Evaluate whether funding is being used effectively and suggest changes to make use of funding.

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching pupils with SEN or a disability and advise on the graduated approach to SEN support.
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies.
- Be a key point of contact for external agencies.
- Analyse assessment data for pupils with SEN or a disability.
- Make sure the local offer of provision is up to date and is reviewed annually.

Support for pupils with SEN or a disability

- Work closely with the Lead SENCo.
- Identify a pupil's special educational needs, completing applications for EHCNAs and/or additional funding as required.

- Co-ordinate provision that meets the pupil's needs and monitor its effectiveness.
- Secure relevant services for the pupil.
- Ensure records are maintained and kept up to date.
- Review the education, health and care plan (EHCP) with parents or carers and the pupil.
- Communicate regularly with parents or carers.
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil.
- Work with the designated teacher for looked after children, where a looked after pupil has SEN or a disability.

Performance Management

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas of SEND.
- Actively engage in the Performance Management Review process.

Academy Policy

- To help implement school quality procedures and to adhere to policies.
- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communication in the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To attend directed time meetings.
- To apply the behaviour management systems so that effective learning can take place.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at Pegasus has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact. We are an inclusive school and strive to be a learning, caring and thriving institution.

We take the safeguarding of students and staff seriously at Pegasus. Staff are expected to support this ethos.

All teachers at Pegasus will be subject to performance against the Teachers Standards.



Pegasus Primary School

The best in everyone™

Part of United Learning

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

| | |
|-------------------|--|
| Signed | |
| Print Name | |

| | |
|--------------|--|
| Dated | |
|--------------|--|

Personal Specification

EYFS SENCo

| <u>Essential Requirement</u> | <u>Desirable Requirement</u> | <u>Method of Assessment</u> |
|--|---|------------------------------------|
| Qualifications | | |
| <ul style="list-style-type: none"> • Qualified teacher status • National Award for SEN Co-ordination. | <ul style="list-style-type: none"> • Further professional development opportunities undertaken in relation to EYFS SEND • Coach / Mentor training | Application form / Interview |
| Experience | | |
| <ul style="list-style-type: none"> • Teaching experience • Considerable experience of supporting EYFS children with SEN, including those with complex needs • Experience of working at a whole-school level • Involvement in self-evaluation and development planning | <ul style="list-style-type: none"> • Experience of conducting training/leading INSET • Experience of managing people • Experience of coaching / mentoring others | Application form / Interview |
| Knowledge and Skills | | |
| <ul style="list-style-type: none"> • Sound working knowledge of the SEN code of Practice • Understanding of what makes 'quality first' teaching, and of effective intervention strategies • Ability to plan and evaluate interventions • Data analysis skills and the ability to use data to inform provision planning • Effective communication and interpersonal skills • Ability to build effective working relationships • Ability to influence and negotiate • Good record keeping skills | <ul style="list-style-type: none"> • ICT competent, in particular interactive boards and Apple Technology | Application form / Interview |



| Personal Competencies and Qualities | | |
|--|--|------------------------------|
| <ul style="list-style-type: none"> • Ability to work well independently and as part of a team • Commitment to getting the best outcomes for pupils • Promoting the ethos and values of the school • Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality | <ul style="list-style-type: none"> • Good organisational skills | Application form / Interview |
| Motivation and Expectations | | |
| <ul style="list-style-type: none"> • To be up to date with current thinking in education • To have a desire to develop a career looking towards further promotion • Commitment to professional development of self and others | | Interview process |