



Theydon Bois Pre-School Group

JOB DESCRIPTION

Special Educational Needs Co-ordinator (NVQ 3)

Job Title	SENDCO
Reports to	Pre-School Managers
Responsible for:	Assist with the management of the special educational needs (SEND) provision in the setting.
Qualifications	NVQ 3

Main Duties

1. Assist with the day to day operation of the SEND policy.
2. Co-ordinating provision in the setting for children with SEND.
3. Contributing towards implementing duties related to relevant legislation.
4. Monitoring the observation, identification, assessment, and support of children with SEND.
5. Collating information on individual children.
6. Ensuring all records on children with SEND are maintained and relevant information is passed to Reception teachers and schools SENDCO at transition. Ensuring transparency with parents and carers.
7. Offering confidential support and advice to parents. This will include daily informal contact and regular reviews of their child's progress.
8. Advising and supporting staff on issues relating to inclusive practice. This may include contributing towards relevant in-house training.
9. Seeking support and advice from the settings management team to ensure effective delivery of the settings SEND provision.

Person Specification

Essential Criteria

1. A recognised level 3 in childcare and education qualification.
2. Proven experience of working within a childcare setting and some experience of working with children with SEND and or impairments.
3. Some knowledge and understanding of relevant legislation such as SEND code of practice and the disability discrimination Act (DDA).
4. Good written and verbal communication skills, as well as the ability to foster relationships.
5. Knowledge of differentiating the early years curriculum for all children and knowledge of the procedure for implementing a graduated response.
6. Commitment to promoting the ethos of effective inclusion to all users, visitors, staff, and the local community.
7. Good observation, identification, assessment, and record keeping skills.
8. The ability to work as part of the senior management team on the delivery of the SEND provision.
9. The ability to manage time and workload effectively.
10. Willingness to undertake further training related to the role.

Desirable Criteria

1. Knowledge and experience of working with external agencies.
2. Awareness of current SEN issues through relevant training and/or personal experience.
3. Knowledge of an alternative communication system such as Makaton or the Picture Exchange Communication System (PECS).
4. Previous experience in training staff.

Theydon Bois Pre-school is committed to safeguarding and promoting the welfare of children. In line with safer recruitment procedures our appointments are subject to successful references and enhanced DBS checking.