

Job Description

EYFS SEND Lead	
Title of Post	EYFS SEND Lead
Salary Scale	Salary scale 3B (dependant on qualifications and experience) will be pro rata dependant on hours
Hours	8:30 to 3:30, Monday – Friday, with 30 mins break (6.5 hours per day) with an additional 1 hour for staff meeting
Job Purpose	To lead under the guidance of the school SENDCO on ensuring that all children under 5 with identified complex needs and disability receive the appropriate support
Responsible to	Early Years Leaders and SENDCo

To lead under the guidance of Early Years Leaders and SENDCo on ensuring that all children under 5 with identified complex needs and disability receive the appropriate support (inclusion funding/Education & Health Care Plan) in order to facilitate a smooth transition into education.

To work in partnership with parents and carers; helping them to understand their child's developmental needs and their role as their child's first educator.

To offer support to parents and carers by guiding and encouraging them to access services and activities.

- To keep a profile of children with special educational needs.
- To observe and support children as appropriate on the special educational needs profile.
- To support and advise Key Workers as appropriate, in how to include children's needs in the setting.
- To liaise with settings and schools (reception) including assessment centres (CDC), Children and Family Centres etc.
- To liaise with other professionals from outside services and external agencies e.g. Area SENCOs, Central Bedfordshire Early Years advisory team / Educational Psychologists, Occupational Therapists, Physiotherapists, Speech and Language Therapists, etc.

- To arrange, organise and support in the reviewing process for individual children under the guidance of the school SENDCO.
- To keep Key Workers up to date with SEN and inclusion issues.
- To meet with parents regularly in order to maintain good relationships and to keep parents informed about their child's progress.
- To take the lead in managing provision under the guidance of Early Years Leaders and SENDCo
- and school SENDCO for children at stage 1, stage 2 for children with EHCPs.
- To respond to changes in legislation/practice from government and the Local Authority.
- To support in the reviewing of individual children's support plans half termly as appropriate.
- To write detailed education reports about individual children for other professionals and parents (including Early Years Inclusion Panel applications,
- To support the reviewing of EHCP via annual and interim review meetings.
- To develop and share knowledge of resources (equipment, books, materials and knowledge of possible strategies.)

Working with Early Years Leaders, SENDCo and Early Years Practitioners -

- To support the planning, implementation and evaluation of high quality play; creating a safe, constructive and stimulating environment for children with disabilities/special needs.
- To support the planning of activities for children with disabilities and special educational needs in line with the identified needs and interests of the individual child and the Early Years Foundation Stage framework.
- To ensure the safety and well-being of all children attending the setting, taking account the social, emotional, physical, and educational needs of the children.
- To regularly assess, record and report on the development, progress and attainment of children using a range of relevant tracking tools including the EYFS. Provide support to staff through this process, provide feedback to parents and keep appropriate records.
- To undertake observations of children in the setting as required to support key workers and make notes of progress.
- To assist in the development and implementation of a positive approach to behaviour management strategies for all children at the setting

The duties of the EYFS SEND Lead are in addition to those of the Early Years Practitioner and are available on request.

The duties and responsibilities listed above form part of the contract of employment and describe the post as it is at the present time. Biggleswade Academy reserve the right to change the duties and responsibilities above and the post holder is expected to accept any reasonable alterations that from time to time may be necessary.

Attributes	Criteria	Desirability
Relevant Experience	<ul style="list-style-type: none"> · Excellent record in Early Years. · Excellent Early Years Practice. · Have post qualification experience in childcare. · Have extensive experience with SEND pupils 	Essential Essential Essential Essential
Education & Training	<ul style="list-style-type: none"> · Educated to Degree level in Early Years or another subject. · Hold a level 3 qualification in Early Years alongside Foundation Degree · Exceptional Level 3 practitioner with extensive post qualification experience in childcare. <p style="margin-left: 40px;">Hold an EYFS SEND qualification</p>	Desirable Desirable Essential Desirable
General & Special Knowledge	<ul style="list-style-type: none"> · Sound knowledge of the Early Years Foundation Stage, Ofsted regulations and inspection criteria. · Demonstrate an up to date knowledge of current thinking in developments in early years. · Have an awareness of Health & Safety legislation and Equal Opportunities 	Essential Essential Essential

