

Post Title:	SEN Learning Support Assistant
Reporting To:	Manager / Deputy Manager
Managing:	None
Summary:	<p>We are seeking to appoint a highly effective, caring and enthusiastic SEN Learning Support Assistant to join our friendly and supportive team.</p> <p>The right candidate will work 1:1 supporting 1 child who has an SEN support plan.</p> <p>The ideal person will be able to work on progress targets/ Educational Health Care Plan (EHCP) targets (if applicable) and will also need to work closely with the SEN Coordinator and external professionals.</p>
Experience & Qualifications:	<p>At least 1 year experience in working with SEN children in early years.</p> <p>NVQ Level 2, 3 or equivalent would highly desirable.</p> <p>Safeguarding and Paediatric First Aid also highly desirable</p>

Job Description

Note. This Job Description is not a definitive list of tasks - it is designed to give an overall view of the job, and not to indicate the sole requirements to do the work.

Main Responsibilities:

1. Work in a 1:1 capacity with the child to ensure their safety and to support them with their development.
2. Organise appropriate resources and equipment for the child every day.
3. Write up targets and plans for the child with support from the SEN Coordinator.
4. Develop and maintain good communications with staff, parents and external professionals.
5. Liaise with SEN Coordinator to support the child's development.
6. Ensure all steps possible are taken to safeguard the welfare and safety of children and other personnel whilst on the premises.
7. To have a detailed understanding of the Early Years Foundation Stage (EYFS) and child development.
8. Contribute to the settings planning.
9. To have a fair understanding of the Early Years Foundation Stage (EYFS 2021) as well as knowledge of health and safety and Ofsted.
10. To teach children, offering them an appropriate level of support and stimulating play experiences taking into consideration the developmental needs of the individual child in line with the EYFS (2021) curriculum for guidance.
11. Adhere to all working practices as set out by the Manager and Deputy Manager.
12. To arrive for sessions promptly, in uniform and ready to commence work at their given start time.
13. To liaise professionally and courteously with parents, carers, children, colleagues, and visitors in a polite and professional manner, seeking help or signposting to the correct person with the Pre-School.

14. Always inform the Manager/Designated Safeguarding Officer of concerns regarding any child, parent/carer or member of staff. Ensure all steps possible are taken to safeguard the children and other personnel whilst on the premises.
15. To fulfil the role of SEN Learning Support Assistant and work in partnership with parents/carers, ensuring applicable child's individual needs are met, including observing, planning, and evaluating developmental activities.
16. To effectively assess SEN child to plan 'Next Steps' using your professional judgement.
17. Attend staff meetings and liaise with Manager and Deputy on any points to be raised.
18. Ensure that General Data Protection Regulations (GDPR) is always adhered to. Any personal information relating to the children and their families as well as colleagues must be kept confidential at all times.
19. Be willing to attend any relevant in-house or external training sessions.
20. Read, implement and adhere to Pre-School policies and procedures and to take ownership, ensuring updated versions are read and understood.
21. To support the Pre-School in fundraising activities and attend special events (i.e. outings and visits).
22. To perform any other duties as deemed necessary or reasonable request by the Manager and Deputy.
23. To assist with general cleaning, tidying, and sterilizing.
24. Support child with personal care when required.
25. To be able to perform your role sufficiently unsupervised to the same level / required standard.

Essential Criteria

Experience working with SEN Children in Early Years
Commitment to young children and families
Fair understanding of children's needs and development
Willingness to attend relevant training courses
Friendly, flexible approach
Ability to work as part of a team
Willingness to develop own professional skills
Commitment to Equality of Opportunities

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and an enhanced disclosure will be sought for the successful candidate.