

**JOB DESCRIPTION**

<b>Job Title:</b>	Early Years SENCO
<b>Salary:</b>	FTE: £26,478.41 Pro-rata: £15,104.70, including holiday pay of 168 hours (total £17,760.88)
<b>Hours of work:</b>	30 hours per week (term time only): Monday to Friday 08:30 to 15:00
<b>Responsible to:</b>	Sovereign Pre-School Manager
<b>Responsible for:</b>	The day-to-day implementation of YMCA East Surrey's SEND policy, and coordinating provision across the setting to support children and the families of children with SEND (Special Educational Needs and Disabilities)
<b>Job Purpose:</b>	The Early Years SENCO will ensure the best possible educational outcomes are achieved for children with special educational needs and disabilities (SEND) at the Pre-School. All Early Years providers are required to have arrangements in place to identify and support children with SEND and to promote equality of opportunity for children in their care.
<b>Background to role:</b>	YMCA Sovereign Pre-School in Reigate is a vibrant setting, offering high quality and affordable childcare for children aged 2-5, including free Early Years entitlement places. Located in the YMCA Sovereign Centre, the Pre-School benefits from a lovely bright activity room with arts and crafts area, as well as sensory and soft play rooms. All children have access to our large secure outdoor play area which includes water play, gardening, and physical development through slides, swings, and ride on toys. The staff teams interact with the children, and facilitate their learning by supporting them to find the answers to their big questions. Our staff value the children, and their ideas and their play. We work with the children, encouraging and supporting but not doing for them to encourage their independence.
<b>Main Responsibilities:</b>	<p>The Early Years SENCO will:</p> <ul style="list-style-type: none"> <li>▶ Be aware of the settings responsibilities according to the SEND Code of Practice and ensure these are incorporated in daily practice.</li> <li>▶ Early identification and support of children with SEND.</li> <li>▶ Following the Graduated Approach and implementing advice and strategies to improve children's outcomes.</li> <li>▶ Ensure all practitioners in the setting understand their responsibilities to children with SEND and the setting's approach to identifying and meeting SEND.</li> <li>▶ Advise and support colleagues, showing an awareness of the Key Worker System, as outlined in the EYFS.</li> <li>▶ Ensure parent/carers are closely involved throughout and that their insights inform action taken by the setting.</li> <li>▶ Liaise with professionals or agencies beyond the setting, and ensure advice given by professionals is incorporated into the setting planning.</li> <li>▶ Complete all necessary paperwork to the highest standard, in a timely and effective way, following Surrey Local Authority procedures.</li> <li>▶ Organise and/or attend professional/parental meetings, including SEND Support plan meetings, transition meetings etc.</li> <li>▶ Continue continuous professional development through training and encourage staff to attend appropriate training.</li> <li>▶ Ensure awareness of any changes to legislation regarding SEND.</li> <li>▶ Work with the manager of the setting to regularly review current SEND and disability policies, guidelines and practice within the setting.</li> </ul>

	<ul style="list-style-type: none"> <li>▶ Draw on a range of sources, including the views of the child, supported by reliable evidence of effectiveness, to inform advice and support to colleagues on different approaches to improving children's progress.</li> <li>▶ To provide high standards of customer service to children, parent/carers, and other stakeholders.</li> <li>▶ To work in cooperation with other team members and to provide a caring supportive environment in which children can thrive.</li> <li>▶ Comply with the YMCA East Surrey's policies and procedures.</li> <li>▶ Maintain excellent working relationships with parent/carers, staff and other agencies.</li> <li>▶ Contribute towards the sharing of best practice across all YMCAES Early Years settings and other services for children and young people.</li> <li>▶ Follow YMCAES safeguarding, child protection and safer working practice policies at all times, taking any concerns regarding health and/or wellbeing to your line manager or senior management.</li> <li>▶ Act in the interests of your own safety &amp; the safety of others at all times.</li> <li>▶ Undertake any other duties and responsibilities reasonably requested by the management of the organisation.</li> <li>▶ Report to your line manager any potential risks to which YMCAES is or may be exposed.</li> </ul>
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#### PERSON SPECIFICATION:

		Essential	Desirable	How measured (application, assessment, interview)
<b>Qualifications, Education &amp; Training:</b>				Application and certificates
	Full and Relevant Level 3 Early Years Qualification or relevant teaching qualification	X		Application
	Level 3 SENCO qualification – or be willing to undertake the qualification on commencement of the role.	X		Application, interview
	First Aid at Work certificate		X	Application, interview
	Paediatric First Aid Qualification		X	Application, interview
<b>Experience</b>				
	Experience of working with children in an Early Years/Education setting	X		Application, interview
	Knowledge and understanding of the EYFS	X		Application, interview
	Experience of maintaining children's records and working in partnership with parents and professionals	X		Application, interview
	Experience of working with children with SEND.	X		Application, interview

	Experience of supporting a manager within an Early Years/Education setting to achieve best outcomes for children and families	X		Application, interview, assessment
	Experience of following the Graduated Approach and implementing advice and strategies to improve children's outcomes	X		Application, interview, assessment
	Experience of working with children with complex health needs and/or challenging behaviour	X		Application, interview
<b>Abilities, skills, and attitude</b>				
	An inspirational approach to helping young children to develop and thrive through play.	X		Application, interview, assessment
	A strong command of Microsoft Office including Word, Excel, and PowerPoint	X		Application, interview, assessment
	Ability to work collaboratively with managers to influence change, encourage innovation, creativity and continuous improvement	X		Application, interview
	Navigating charity policies and compliance requirements	X		Application, interview
	Good working knowledge of data protection and information security	X		Application, interview
	Good spoken and written communication skills with a high level of attention to detail	X		Application, assessment, and interview
	Able to influence and build excellent working relationships at all levels of the organisation	X		Application, interview
	Demonstrate a high level of professional credibility, integrity and emotional resilience	X		Application, interview
	Excellent organisational skills with the ability to keep things simple	X		Application, interview
	Safeguarding knowledge and experience			Application, interview
<b>Other requirements</b>	Subject to a satisfactory Enhanced with Children's barred list DBS disclosure	X		Application, DBS disclosure
	Commitment to the values, aims and mission of YMCA East Surrey	X		Application, interview
	Understanding and commitment to equality, diversity and inclusion for staff, services users, and stakeholders	X		Application, interview
	Flexibility around hours of work	X		Application, interview