



*Cleethorpes Childcare is committed to ensuring the safeguarding of all children and staff within its provisions. All staff are required to undertake an enhanced disclosure and registration with DBS update service before they commence employment and will undertake ongoing checks to ensure a safeguarding culture and commitment is maintained.*

## **Job Description**

<b>Job Title:</b>	<b>Key-person/SENCO – Cleethorpes Childcare</b>
<b>Responsible to:</b>	<b>Cleethorpes Childcare Executive Committee</b>
<b>Reporting to:</b>	<b>Childcare Manager</b>
<b>Responsible for:</b>	<b>None</b>
<b>Work Base:</b>	<b>Signhills Pre-school</b>
<b>Salary:</b>	<b>£8.87/hour</b>
<b>Hours of Work:</b>	<b>Term time: 31 hours per week</b> <b>Holidays: occasional attendance at meetings may be required</b>
<b>Holidays:</b>	<b>28 days per year pro-rata</b>
<b>Benefits:</b>	<b>Auto enrolment pension scheme. Details of eligibility available on request.</b> <b>Uniform provided as appropriate to the role.</b>

### **Purpose of the job:**

- ✚ To work as part of a staff team to provide high quality care and education for children aged 2-5 years in accordance with the Early Years Foundation Stage, Policies & Code of Practice of Cleethorpes Childcare and the Children Acts 1989/2004.
- ✚ To plan and record activities and observations to meet the individual needs of children within the setting to improve outcomes for children.

### **Main duties:**

- ✚ ✚ To ensure confidentiality of children's individual needs/ care plans, and show concern for adults accessibility and welfare within the setting
- ✚ To co-ordinate implementation of strategies for Special Educational Needs and Behaviour and to positively promote diversity within each setting in accordance with current legislation and Cleethorpes Childcare Policies
- ✚ To attend cluster meetings within Cleethorpes Childcare/ SERCO network
- ✚ To remain up-to-date with training, new initiatives and access information relating to resources, children's needs and local/ national strategies relating to Special Educational Needs, Behaviour and Equal Opportunities
- ✚ Communicate information to/ from Cleethorpes Childcare settings as appropriate to inform care of children, ensuring equal access for all relevant adults
- ✚ Liaise with other agencies to ensure all parties who can be involved in and are aware of strategies are kept informed regularly and to gain advice/ support as required
- ✚ Support other staff team members in writing, assessing and evaluating PLoD's/ learning and development plans promoting parental/ carer involvement as appropriate
- ✚ To provide information and support for parents/carers through suitable communication methods and signposting for specialist interpretation/ support services as required
- ✚ To take appropriate time out of sessions to complete paperwork/ attend meetings as required and as agreed with childcare manager
- ✚ To ensure SEN and Child Concern Registers are completed/ updated termly, sharing relevant information with staff team, Inclusion group and General Manager
- ✚ To inform policy reviews through evaluation of events when they occur, training attended or updates to legislation
- ✚ To share their knowledge with other colleagues and role model good practice to promote high expectations
- ✚ To identify communication tools and source resources to support children's language development and encourage appropriate integration within the setting eg: Makaton/ PECs

- ✚ To work alongside key people to co ordinate transitions to/from pre-school
- ✚ To help co-ordinate & provide varied & appropriate activities for all age groups in a safe & caring environment
- ✚ To assist in the planning & preparation of a programme of activities with consideration for the needs of individual children's development, the EYFS and other initiatives within the setting.
- ✚ To take responsibility for completing and recording of an agreed number of children's individual development profiles
- ✚ To offer attention, stimulus and support as appropriate to enable children to develop independently
- ✚ To actively encourage parental participation in their children's activities through direct/ indirect involvement
- ✚ To meet with parents/ carers on a regular basis to discuss their child's achievements
- ✚ To maintain good hygiene standards and develop practice to reflect this
- ✚ To plan, prepare and present healthy snacks
- ✚ To enforce and review safety procedures
- ✚ To ensure the environment is prepared for children's learning prior to their arrival
- ✚ To contribute to and implement the setting policies
- ✚ To attend staff, planning and review meetings as agreed
- ✚ To maintain a high level of confidentiality of information which may be gained as part of their job
- ✚ To advise the Childcare Manager of any matters requiring attention such as concerns about a child or equipment which may need repairing or replacing
- ✚ To administer first aid as appropriate

### **General Duties:**

- ✚ To attend training and further enhance personal development as agreed with line manager
- ✚ To promote the aims and ethos of Cleethorpes Childcare
- ✚ To undertake such other duties as may become necessary to ensure the successful running of the provision, by agreement
- ✚ To carry out all responsibilities and activities in accordance with the agreed equal opportunities and anti-discriminatory policies and to work within the policies and code of practice.

### **Person Specification**

**Job Title:                   Key-person/SENCO – Cleethorpes Childcare**

### **Essential Criteria:**

- ✚ satisfactory enhanced disclosure/ registered with DBS update service
- ✚ minimum Level 3 qualification in early years & childcare
- ✚ experience of supporting children with additional needs
- ✚ experience of planning, implementing and evaluating appropriate early years children's activities
- ✚ experience of using software based system to record children's progress
- ✚ ability to provide & facilitate safe & creative play
- ✚ ability to work independently and as part of a team
- ✚ ability to communicate to a good standard; both written and orally at all levels
- ✚ an understanding of child protection issues and a commitment to equal opportunities and anti-discrimination
- ✚ ability to work on own initiative
- ✚ flexible approach to working hours
- ✚ current paediatric First Aid certificate

### **Desirable Criteria:**

- ✚ current basic food health & hygiene certificate
- ✚ completion of safeguarding children level 1 or above
- ✚ experience of working with children aged 2-5 years
- ✚ understanding of and commitment to children's rights
- ✚ a thorough understanding of good quality childcare/ experience of participation in a quality assurance scheme