



## Brentry and Henbury Children's Centres

**Job title:** Inclusion Support Assistant

**Job purpose:** To assist in the planning, provision and maintenance of an emotionally secure, safe, consistent, supportive and caring environment appropriate to the individual needs of young children with identified Special Educational Needs and their families.

**Salary:** £14,775 - £15,676 pro-rata (£4,605.12 - £4,885.92 actual)

**Contract:** Fixed term until 31<sup>st</sup> August 2019

**Location:** Brentry & Henbury Children's Centre

**Reporting to:** SENDCo

**Hours of work:** 12 hours per week.

**Key Responsibilities of the role include:**

Working as a part of the Inclusion team across the centre to provide additional and/or differentiated support for children with identified Special Educational Needs. To provide interventions to support the individual needs of children with identified needs.

**Key Job Outcomes**

**1. Children**

Ensure accurate records are maintained for all children.

Support and maintain communication throughout the Centres.

Promote and value children's experiences within an anti-discriminatory framework.

Foster respectful and warm relationships with children by taking part in activities with them.

Take an active role in arrangement of daily activities to meet the developmental needs of each individual child in your care.

Monitor and maintain records on each child's development in your Keyworker group. Liaise with parents, other team members and professionals as appropriate.

Ensure high standards of care and encourage personal hygiene with all of the children being consistently observant of their general health and welfare.

Maintain a child centred environment, reviewing room layout, appropriate displays and play materials to ensure the environment is stimulating and attractive.

Be aware of and implement all of the Centre's Policies including Child Protection & Safeguarding, Equal Opportunities and Behaviour Management.

Be responsible for all children left in your care.

## **Curriculum**

- 1) Work directly with the SENCo, practitioners and health professionals to:
  - facilitate holistic development, under guidance, of specific children that have been identified as having special educational needs and/or disabilities
  - provide the children with the support specified in their individual provision plans
  - Support the children to achieve the targets set in their Individual Education Plans.
- 2) Support the SENDCo and relevant practitioners to create, complete, store and retrieve:
  - records of progress
  - appropriate resources and learning aids
  - Equipment for learning.
- 3) Provide direct interventions to deal with and maintain:
  - standards of cleanliness and hygiene in working areas of the nursery;
  - responses to simple First Aid needs; and
  - Responses to the personal needs of children, including hygiene and cleanliness.
- 4) Provide, where appropriate, direct guidance, advice and support to students in training based at the nursery for practical placements.
- 5) Work directly with other staff and parents in meetings/reviews to contribute to the information needed to provide for the development of the individual child.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

## **General Accountability**

1. So far as reasonably practicable, the post holder must promote safe working practices to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.
2. Work in compliance with the Codes of Conduct, Regulations and policies of the Children's Centres and its commitment to equal opportunities.
3. Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

## **Individual Specification**

### **Knowledge & Experience**

#### **Essential**

1. GCSE English & maths at grade D or above
2. Willingness to work towards a Level 3 qualification in Years & Childcare
3. Knowledge of educational, developmental and health needs of children under 5
4. Knowledge and understanding of needs of children with SEN
5. Ability to communicate effectively, verbally and in writing
6. Willingness to attend to children's physical needs
7. Previous experience of working effectively in a day care/education setting
8. Knowledge of child protection procedures
9. Knowledge of equal opportunities

#### **Desirable**

10. A qualification in Early Years e.g. NVQ3, BTEC, NNEB
11. Previous experience of working with children with social communication disorders
12. Experience in identifying individual children's needs and contributing towards assessment of developmental progress

### **Abilities & Aptitudes**

#### **Essential**

13. Good communication skills
14. Ability to work towards the creation of a caring and safe environment
15. Proven ability to work as part of a team
16. Ability to attend to children's needs effectively

#### **Desirable**

17. Effective and accurate verbal and written communication skills
18. Proven skills in organising activity to achieve defined targets
19. Awareness of the skills required to monitor quality of service/care provided

### **Application information**

Completed application forms must be received by: Midday Monday 28<sup>th</sup> January 2019  
Email documents to: [brenty@bhchildrenscentre.org.uk](mailto:brenty@bhchildrenscentre.org.uk)

For further information please call 0117 959 3800

Interviews to take place: Week commencing 4<sup>th</sup> February 2019.

Ideal Start date: As soon as possible

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

### **Completing your application**

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

### **Selection procedure**

The selection will be by a panel of the Senior Leadership Team. Candidates will be notified immediately after shortlisting has taken place.

The selection process will take place shortly after the closing date. Shortlisted candidates will be given more details.

### **References**

Two references will be required in all cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references and an enhanced DBS check.