



**Job Title:** SENDCO

**Job Purpose:** To provide and maintain an Inclusive, emotionally secure, safe, consistent, supportive and caring environment, appropriate to the needs of individual children and their families.

To lead the SEND team and support the delivery of effective and inclusive care and education of children identified as having an additional need.

To work as a member of the lead practitioner team, providing support for staff and carers and working with other professionals to ensure high quality service provision. Act as a role model of good Early Years Inclusion Practice to the Children's Centre Team.

**Salary:** £23,919 pro rata

**Contract:** Fixed Term

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

**Reporting to:** The Senior Management Team

**Responsible for:** Inclusion Support Practitioners

**Hours of work:** 38.5hrs a week. To be worked between the hours of 8.00am and 5.30pm, Monday to Friday all year round. Occasional evening and weekend work may be required to attend meetings and training events.

Please note this role is broken down into two parts, 22.5hrs doing 1:1 support with SEND children and 16hrs non-contact to complete relevant paperwork

**Key responsibilities of the role include:**

**Duties and responsibilities include, but are not confined to the following:**

- 1. Management.**

To support the Management team in the development of all aspects of inclusion within Brentry and Henbury Children's Centre.

To be responsible for the supervision and support of the identified SEND team across the Children's Centre. To oversee the day to day planning and delivery of all aspects of care and education to children identified as having an additional need in the centre in accordance with policies and requirements.

To ensure that the activities provided for identified children in every area are appropriately planned, monitored and evaluated and that accurate records are kept.

To monitor and ensure the quality of provision in all areas you have been designated to support.

To provide a positive training placement to trainees, students and volunteers, ensuring that induction and on-going support is provided to enable development and learning.

To support and maintain effective communications throughout the Centre.

To represent the Centre at meetings, conferences and training events, networking and establishing effective partnership working with other professionals involved with children with additional needs.

To maintain the records of all children with additional needs.

To undertake management duties across the Children's Centre site as necessary in the absence of the Management Team.

## **2. Parents**

To take a leading role in developing strong relationships with new and current parents of children with additional needs, including induction, information sharing and invitations to forthcoming events, so encouraging their participation in the life of the Children's Centre.

To ensure effective communication with parents by arranging and participating in parent's evenings, reviews and other events, producing and sharing information and responding to enquires/concerns.

To actively engage with parents and carers to encourage their participation in their children's learning.

To recognise situations where the Children's Centre team are unable to meet the needs of parents, referring on and signposting as needed.

### **3. Children**

To ensure all children are receiving a balanced range of daily activities which meet the developmental needs of each individual child, including language development, social, emotional, intellectual and recreational development.

To promote and value children's experiences within a framework that positively supports anti-discriminatory practice.

To liaise with parents, staff and other professionals as appropriate regarding the development of the children. To provide support for colleagues where necessary, by advising and assisting in the production of children's individual educational plans.

To foster respectful and warm relationships with children by taking part in meaningful activities with them.

To assume responsibility for co-ordinating the care and development of children with additional needs.

### **4. Nursery duties**

To work as a member of a team while accepting the additional responsibilities of the post.

To attend staff meetings as required.

Participate in fund-raising events.

Help to establish the Centre in the daily life of the community.

Undertake training, supervision and regular appraisals as part of your personal and professional development.

Ensure that the Health and Safety policies are observed at all times.

Undertake other duties as required in keeping with the purpose of this post.

### **Individual Specification**

#### **Essential**

1. A minimum of Level 3 qualification in Early Years.
2. 2 years experience of working in an early years setting.
3. Knowledge of the educational and developmental needs of children aged 0-4 years.
4. Have a good knowledge or show a willingness to learn the new EYFS.
5. Experience of working with children with additional needs and be able to recognise and respond to these needs.
6. Good knowledge of SEN and multi-agency working.

7. Knowledge of, and commitment to equal opportunities, health and safety and child protection policies and procedures.
8. Ability to communicate effectively with children and parents/carers in order to:
  - Advocate on another's behalf.
  - Build trusting relationships.
  - Motivate and empower others.
9. Be flexible and able to use initiative at all times.
10. Ability to find out and share information.
11. Show strong interpersonal, organisational and time management skills.
12. Ability to work to targets and deadlines.

### **Desirable**

13. Early Years SENDCO qualification.
14. Willingness and ability to complete further training.
15. Experience of promoting and publishing services for children and families.
16. Experience of developing family support services.

### **Application information**

Please return completed application forms to: [admin@bhchildrenscentre.org.uk](mailto:admin@bhchildrenscentre.org.uk)

Interviews will be ongoing until the position is filled.

For further information please call 0117 959 3800.

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.