



JOB DESCRIPTION- SPECIAL EDUCATIONAL NEEDS & DISABILITIES COORDINATOR

Job Overview

The role of the SENDCO is to work alongside the staff team, parents and carers of those children with SEND and any other agencies involved to provide a high level of communication and support to ensure that all children receive the highest possible standards of care and education.

Aims

- Comply with all regulatory requirements
- Provide high standards of care and education
- Support playroom staff in their roles
- Acquire and maintain positive working partnerships with staff, parents, carers and outside agencies

Key Responsibilities

- Adhere to all company policies and procedures
- To liaise with nursery staff and primary carers to ascertain those children in need of additional support
- To take the lead in the assessment of identified children considering their strengths, weaknesses and consequent needs
- To take the lead in planning future support for children with identified SEND, in discussion with primary carers
- To liaise with primary carers and other professionals in respect of children with SEND
- To co-ordinate provision for children with SEND through appropriate stages
- To offer support and advice to nursery staff and primary carers. This will include attendance in meetings with outside agencies, provision of written Educational Healthcare Plan (EHC) containing targets for the child, review date and strategies to be used, taking the lead in monitoring and reviewing the action taken
- Promote a high standard of quality within the nursery, including practice, environment and resources to meet the requirements of the Early Years Foundation Stage
- Ensure appropriate planning and assessment is in place and is accurately maintained by the appropriate staff
- Support the development of good practice in relation to special educational needs and inclusion
- Ensure that all children are kept safe
- Develop and maintain professional working relationships with relevant outside agencies
- Adhere to all health and safety policies and procedures and undertake a shared responsibility for cleanliness and health and safety throughout the nursery
- Undertake any other duties as reasonably requested by line manager

The duties and responsibilities included in this job specification are not exhaustive or restrictive and can be reviewed at any time in the future, changes and other duties deemed relevant to this post may be added.