



Dorking Nursery School and Children's Centre

JOB DESCRIPTION

Title	Special Needs Assistant
Date	April 2018
Location	Dorking Nursery School, West Street Site
Accountable to	SENCo and Nursery Lead
Job Purpose	To support children to fully access the provision in order to meet their individual needs

Main Responsibilities

- To:**
- implement the aims and policies of the Centre
 - be prepared to work flexibly when possible to ensure the smooth running of the Centre
 - participate in the ongoing cycle of support and appraisal for your own professional development
 - attend training to keep up to date with best practice and support continuous professional development
 - attend meetings as required
 - implement the Early Years Foundation Stage curriculum and to keep abreast of current developments in Early Years practice
 - help to plan and set up an environment and a range of activities in which the children's potential for learning is maximised
 - support individual children by working closely with their key person to ensure the outcomes for the child are addressed
 - work in all areas of the classroom and outdoors as timetabled and take responsibility for the learning, supervision and welfare of the children as directed by nursery leads
 - develop the children's learning through a variety of strategies which include teaching, role modelling, support and encouragement
 - initiate and engage with all children in their play
 - liaise closely with other members of the team to exchange information about key children
 - undertake observations of the children in order to contribute to the individual child's nursery records
 - supervise children during lunch time and report any information regarding eating and behaviour to the relevant key person.

PERSON SPECIFICATION - Special Needs Assistant
Essential requirements

Education, training and work qualifications	Method of Assessment
<ul style="list-style-type: none"> • Experience of working with young children • Willingness to develop and attend CPD 	Certificates
Knowledge	
<ul style="list-style-type: none"> • Awareness of the educational, developmental and health needs of children under five • Awareness of the Early Years Foundation Stage • Evidence of relevant continued professional development • Knowledge of best practice and procedures for safeguarding children and young people • Understanding of the SEN codes of Practice 	Application Interview tasks
Skills and abilities	
<p>Essential</p> <ul style="list-style-type: none"> • Excellent verbal and non-verbal communication • Ability to take initiative • Good interpersonal skills combined with ability to work effectively with a team • Ability to empathise with children • Patience and a good sense of humour 	Application Interview tasks
Relevant Experience	
<p>Essential</p> <ul style="list-style-type: none"> • Experience of working with children and families • Recent and successful experience of working in an EYFS setting • Experience in an EYFS setting 	Application Interview tasks

Dorking Nursery School and Children's Centre are committed to safeguarding and promoting the welfare of children, young people, families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced Criminal Records Bureau disclosure.