



**Job Description for temporary 1:1 SEN key person**

**Purpose of job:**

- To work as a 1:1 key person to a child with additional needs.
- To work as part of the pre-school team under the direction of the pre-school manager and SENco to provide safe, high-quality care and education for the child.
- To work in close partnership with parents to deliver personalised learning, development and care to help child to get the best possible start in life.

**Key Responsibilities:**

- To work as a 1:1 key support for a child who has additional needs.
- To work as part of the team ensuring the smooth day to day operation of North Leigh Pre-school.
- Encouraging child to develop social skills and discover more about the world through play and experiences.
- Take an active role in meeting the differing needs of the child and enable their individual potential to be realised and support school readiness.
- Supporting child to explore the outdoors.
- To liaise with the Pre-school Manager and SEND co-ordinator to ensure child's individual needs are met.
- Changing nappies and taking care of child's personal needs.
- To supervise child and ensure that all health and safety and child protection requirements are met.
- To build and maintain effective communication and positive relationships with the child, staff, the management committee, and parents, whilst respecting appropriate confidentiality.
- To keep completely confidential any information regarding the children, their families or other staff member which is learned as part of the job?
- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment which includes undertaking safeguarding training.

**Conditions of employment:**

- Salary is £12.50 an hour
- Hours: Monday - Friday – 8.45am – 3.00pm (31.25 hours per week).
- Sick pay: In accordance with North Leigh Pre-school terms and conditions of employment as stated in Contract of Employment.
- Probationary period: In accordance with North Leigh Pre-school terms and conditions of employment as stated in Contract of Employment.
- DBS: This post is subject to a Disclosure and Barring Service enhanced check.
- Equal opportunities: North Leigh Pre-school is an equal opportunity employer offering appropriate training and development opportunities to all employees.

PERSON SPECIFICATION FOR 1:1 SEN KEY PERSON AT NORTH LEIGH PRE-SCHOOL

<b>Essential</b>	<b>Desirable</b>
Be able to manage different behaviours that the child exhibits at every given time.	Previous experience working with children 2 – 5 years old.
The need to be attentive to and be patient with child at all times is also important	Knowledge of managing children’s behaviour
The ability to be sensitive to the needs of the child.	He/she should have interest in children’s education
Reliable and conscientious	To hold a current paediatric first aid qualification
	To have current training in the knowledge of ‘safeguarding children’
	Knowledge of SEND