

**Job Description**

**Senior SEND Early Years Practitioner**

Stepping Stones has facilitated and delivered a highly respected service providing specialist Early Years support for children with Special Educational Needs and Disabilities and their parent/carers since 1975. We are an independent charity who hold a contract with the Local Authority to provide a quality District Specialist Service for the West Wiltshire area. We are an outstanding team who have achieved Ofsted accreditation of Outstanding provision for consecutive inspection years since 2007/8.

Stepping Stones are committed to safeguarding and promoting the welfare of children and vulnerable adults and the post will require an enhanced Disclosure and Barring Service (DBS) check.

Stepping Stones are committed to making sure we provide equality of opportunity through employment and service delivery based on the principle of Inclusion.

TITLE: SENIOR SEND EARLY YEARS PRACTITIONER

LOCATION: Stepping Stones Opportunity Group, The District Specialist Centre, Longfield Children’s Centre, Trowbridge

ACCOUNTABLE TO: This post reports through the Playroom Management Team to the Centre Manager

HOURS: 18 Hours per week (6 sessions) + 1 hours overtime each week for a Senior SEND Early Years Practitioner meeting.

(Term time 39 weeks per year plus 5.6 weeks paid annual leave).

Purpose of the post:

The Senior SEND Early Years Practitioner acts as session lead working as part of a Multi-disciplinary team to provide a safe and stimulating learning environment for children with Special Needs.

The children who attend Stepping Stones have been referred with specific but varied Special Needs. It is the role of the Senior SEND Early Years Practitioner to assess, plan for and deliver the necessary level of support that each child will require to successfully engage in communication, play and learning.

**Principal responsibilities:**

Safeguarding - Knowledge of the Stepping Stones Safeguarding policies and procedures and attendance at relevant training to ensure best safeguarding practice is followed.

To be responsible for managing and co-ordinating staff and volunteers within the playroom to ensure each child’s needs can be effectively met.

To work effectively with the other members of the team and the therapists to co-ordinate support recommended for the children allocated to their Senior SEND Early Years Practitioner list.

To prepare for and attend Team Around the Child/SEND Review/Transition meetings sharing relevant information about individual children.

To be involved in the planning and implementation of appropriate play activities for meeting the children’s individual needs within the Early Years curriculum.

To be part of the overall assessment team for children referred to Stepping Stones.

To prepare and write assessment and progress reports.

To review and update individual education programmes termly.

To provide Outreach support to other early years settings to share strategies and ensure consistency of support for individual children.

To liaise with parents, Colleagues and other Professionals to ensure each child’s needs are met.

**Other responsibilities will include but are not limited to:**

Promoting a welcoming and safe working environment.

Supporting a safe and stimulating environment (as defined by Ofsted) to ensure that the children supported by the setting can learn through play and therapy.

Attending staff meetings and planning meetings.

To attend training and development opportunities as required, sometimes this may be outside normal working hours.

To participate in and contribute to the ongoing quality assurance scheme the setting is currently using.

To be flexible in your approach to work and to undertake any other duties that may be required of a Senior SEND Early Years Practitioner.

To support Fundraising events to positively enhance the reputation of Stepping Stones.

To promote Stepping Stones as a community resource willing to work in partnership to develop services and support for children with special needs.

**Person specification**

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| **Essential skills/Attitudes** | **Preferred experience** |
| You will have a calm reassuring manner.  You will have knowledge and experience of Early Year’s Practice.  You will have thorough knowledge of the Early Years Foundation Stage Curriculum and Ofsted guidelines  You will have the ability to act on your own initiative and be skilled at managing the various demands and priorities placed on you.  You will be a supportive team player able to motivate others to achieve joint goals.  You will hold a level 3 NVQ or equivalent  You will hold a current First Aid certificate or be prepared to train to obtain one and to keep it updated.  You will be prepared to access child specific Clinical Skills Training as required.  Ability to maintain confidentiality  Sense of humour  Flexible approach  ICT Literate including Microsoft Applications. | You will have knowledge and experience of children with Special Needs.  You will have worked within a multi-agency/professional team. |

**Preferred Requirement**

It is preferred that the post holder has a clean driving licence and access to a car during working hours, but this is not essential.

If you are interested in this position, please go to our website [www.steppingstonestrowbridge.co.uk](http://www.steppingstonestrowbridge.co.uk) where you will find more information about the role and an application form.

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