



ST NICOLAS PRE-SCHOOL AND PLAYGROUP
(A REGISTERED CHARITY No. 284755)
BOXHILL WALK, ABINGDON OXON, OX14 1HB
TEL: 01235 536061

Job Specification: SEN Early Years Support Worker (Temporary contract)

Responsible for: Supporting a child with Special Educational Needs (SEN)

Responsible to: Pre-School Manager (Gaynor Hunter)

The Preschool Committee

Hours: 18 hrs per week
Monday to Friday

Key Tasks:

- Support child with SEN
- Work as part of team
- Liaise with preschool manager, key person, parents/carers and other professionals linked to child

Main Duties:

- Act as SEN support worker to a child with SEN
- To support development of child, offering an appropriate level of support and stimulation.
- Specific Child Care Tasks:
 1. The preparation and completion of activities to suit the child's stage of development;
 2. To take care of personal hygiene of child as needed whilst promoting independence;
 3. To ensure the Setting meets the needs of the individual child, taking differentiation in culture, backgrounds and religious preference into account;
 4. To follow child's IEP and be involved in the evaluation process in review meetings;
 5. To be aware of and follow preschool policies and Health and Safety regulations .
- To advise the Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
- Support all staff and engage with the team.
- Attend in-service training courses and other training needs as required.
- Assess and keep a written record of child's achievement for parents/carers;
- Report accidents/incidents to key person to record in the accident book
- To respect the confidentiality of any information received

Special Notes:

- This post is exempt from the Rehabilitation of Offenders Act 1974.
- Applicants must be prepared to disclose any convictions they may have, and any orders which have been made against them.
- Probationary period of 3 months applies.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure (DBS) to be undertaken. Therefore it is essential in making your application you disclose whether you, or anyone you live with, has any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you or in association with you will not necessarily debar you from consideration for this appointment.