



Job Description
Preschool Assistant – SEN and EAL Specialist

Job title:	Preschool Assistant – SEN and EAL Specialist
Responsible to:	Preschool Manager
Hours :	From 6 - 37.50 hours per week (term time) dependent on the language section.
Purpose of the job:	To work as a key person while supporting children with Special Educational Needs as part of the pre-school team under the direction of the Preschool Manager. To identify and support children with Special Educational Needs (SEN) including children who speak English as an Additional Language (EAL). To meet children's individual needs by providing an adapted educational offering which allows access for all children attending the setting.

Main duties

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
2. To work closely with other practitioners to ensure all children, in particular children with additional needs, have access to the daily learning.
3. To provide activities and learning which are adapted to the needs of children with identified SEN and EAL needs.
4. To help to set up the playroom(s) for the daily programme and to help tidy away at the end of the session.
5. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
6. To identify children who are displaying the early signs of Special Educational Needs and work closely with the SENCO and parents to ensure a clear pathway for the child's development is laid out.
7. To make referrals to the various outside agencies which can offer additional support for children.
8. To work closely with these agencies to ensure recommendations for the children's development are implemented into the daily routines of the setting.
9. To be an advocate and advise other practitioners on best SEN and EAL practices.
10. To advise the Manager of any concerns, e.g., over children, parents or the safety of equipment, preserving confidentiality as necessary.
11. To ensure that children are kept safe and that you understand when to follow child protection procedures.



Kiddylinguistics
Multilingual Preschool

Culham
After School Club



12. To ensure that the preschool's Safeguarding Children policy and procedures are followed at all times, and that concerns are raised in accordance with these.
13. To support meal times within the setting.
14. To actively participate at team meetings, supervisor meetings and appraisal meetings.
15. To attend training courses as required and to take responsibility for your development with particular focus on the specialisms of Special Educational Needs and English as an Additional Language.
16. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
17. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
18. To ensure that adequate records are kept and updated regularly.
19. To promote the Preschool to current parents and potential customers.
20. To undertake any other reasonable duties as directed by the Manager, in accordance with the setting's business plan/objectives.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.

Person specification

Essential criteria

1. Willingness to undertake a Level 3 early years education and childcare qualification or equivalent.
2. Fluent or native level of English, spoken and written.
3. Previous experience of working with young children with Special Educational Needs.
4. Sound knowledge of child development for children from birth to five years.
5. Knowledge of the Early Years Foundation Stage (EYFS).
6. Knowledge of child protection procedures.
7. Good communication skills.
8. An understanding of play-based approaches to children's learning and development.
9. Commitment to equal opportunities.
10. Commitment to working effectively with young children and families.
11. Friendly and flexible approach at work which facilitates the development of effective relationships.



Kiddylinguistics
Multilingual Preschool

Culham
After School Club



Desirable criteria

1. Current First Aid at Work qualification.
2. Native/Fluent level of either Spanish, German or French
3. Qualifications in Special Educational Needs, Speech and Language, Autism, Sensory Processing Disorder or English as an Additional Language
4. Knowledge and experience of submitting Educational Health and Care Plans

Salary

Grade 3

From £10.66 – £12.10 per hour, depending on qualifications and experience.

This post is exempt from the Rehabilitation of Offenders Act (1974) and requires a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.