

# Kindergarten SEN Support Assistant

## *Introduction*

***The Kindergarten SEN Support Assistant will work in the Kindergarten with a specific young child who is in receipt of an EHCP. He/she will support the child's learning, physical and behavioural needs with the aim of helping the child to access as much of the Kindergarten curriculum and routines as possible. You will sometimes be required to plan and deliver individual lessons or activities for this child. You will be a member of the learning support team, sharing best practice and classroom experiences as required.***

- The Assistant will be expected to work with the Kindergarten teacher to review the child's progress and will be expected to recommend interventions where necessary to support the child's learning and enable him to access the curriculum.
- The Assistant reports to the SENDCo but will need to work closely with the class teacher.

## ***Main Duties of the Assistant***

- Liaise with the Kindergarten teacher and other agencies where appropriate in the best interests of the child, e.g. Speech and Language, Physiotherapy and Occupational Therapy.
- Work on a 1:1 basis with the pupil as agreed or as necessary to work towards targets in the EHCP and promote independence
- Support personal care routines such as toilet-training and dressing.
- Plan and deliver suitable activities for the pupil in conjunction with the Kindergarten teacher
- Employ clear and positive strategies to support the pupil's behaviour, adhering to the school's Behaviour and Discipline Policy at all times
- Promote inclusion, and support the child to establish constructive relationships with his peers
- Maintain ongoing records of support and its effectiveness
- Escalate any serious issues to the Kindergarten teacher, Early years Lead, SENDCo or Education Lead as appropriate

## ***Further Duties will include:***

- Liaising with parents as appropriate
- Meeting the SENDCo regularly to review progress
- Attending EHCP reviews
- Preparing reports as required
- Attending out of school hours meetings when required, where reasonable and sufficiently important
- Proactively seek out training opportunities and resources

## ***Person Specification***

### **You will have:**

- Ideally an SEN qualification
- A teaching qualification or teaching assistant qualification
- A proven track record of SEN experience
- Knowledge and understanding of Steiner Waldorf education
- Excellent organisational skills
- A flexible and positive attitude to work

### **You will be:**

- Self-motivated and imaginative
- Able to work as part of a team
- A good communicator, with children, parents, colleagues and external agencies

- Able to cope under pressure
- Able to build a supportive and personal relationship with the pupil to enable him/her to get the most out of being at school
- Patient and caring and have a genuine enthusiasm for working with children with SEN

This post is funded by Dudley LA in line with their pay scale. The Assistant will be paid for 32.5 hours per week. The exact timetable should be confirmed with the Kindergarten teacher. The role is not eligible for reduced tuition fees for employees' children.

The salary will be based on term time working with an added component for holiday pay, and will be paid in equal instalments over 12 months, directly into your bank account.

It is important to note that this post is entirely dependent on the specific pupil staying at the school. Therefore, should this pupil leave the school, this post will also come to an end, and the post-holder will become redundant unless he/she can be redeployed.

**We are committed to safeguarding children and expect all applicants to share this commitment. We follow safer recruitment procedures and any post is subject to background checks, including references, social media checks and enhanced DBS disclosure.**