



## Job Description

<b>JOB TITLE</b>	SENCO & Deputy Safeguarding Lead
<b>PLACE OF WORK</b>	Honeycroft, St. Barnabas Hall, Sackville Road, Hove
<b>DAYS/HRS</b>	Minimum 20hrs to 30hrs per week – full year
<b>ANNUAL LEAVE</b>	4 weeks & bank holidays
<b>PAY BAND</b>	Supervisor - £13.50 to £15.80 (dependent on experience)
<b>ACCOUNTABLE TO</b>	Services Manager

### ALL STAFF

1. To be committed to the aims and objectives, vision and values of Honeycroft.
2. To be familiar with and committed to the implementation of all policies and procedures.
3. To ensure confidentiality and discretion at all times.
4. To encourage and promote wider family engagement at Honeycroft.
5. To act in a professional manner and as a positive role model when representing Honeycroft.
6. To support the centre's communication & fundraising strategy.
7. To contribute to the development of the quality of the staff team by developing own knowledge, taking part in training, and offering ongoing support / mentoring as appropriate.
8. To attend meetings, training and planning sessions with other team members as reasonably required.
9. **SENCO, Purpose of post:**
  - To ensure all children have the same life chances, can meet their own potential and have equality of opportunities in their learning, development and care.
  - To give support to other team members to support children's additional needs
  - To support the management team with all aspects of supporting children with additional needs.

### Duties and responsibilities:

- Help all team members to support all the children in their care and meet individual needs through training/mentoring/support mechanisms.
- Ensure the centre is inclusive of all needs and requirements.
- Build and maintain strong partnerships with external agencies.
- Support all team members with the early identification and intervention for children with possible additional needs / special needs and give physical, emotional and intellectual guidance as appropriate.

### Day to day

To work as part of a team to deliver exceptional childcare in accordance with the Early Years Statutory Guidance and other legislations by advocating for and supporting the individual needs of child / ren with additional needs.

- a) Work as part of a team of volunteers, workers and students to provide consistent care and emotional support.
- b) Promote an ethos of inclusive practice and support staff to uphold the ethos and approach of inclusion.



## Job Description

- c) Ensure early identification and intervention is implemented across the nursery and liaise with professionals from outside agencies.
- d) Ensure parents are closely involved throughout and that their insights inform any actions taken.
- e) Act as a Keyworker /121 Playworker / SENCO to carry out regular observations and agreed methods of tracking and monitoring to support the development of the identified child / ren, ensuring all data is collated and up to date.
- f) Oversee the planning and delivery of core activities as outlined by other support agencies to support the development of identified child / ren.
- g) Keep all necessary paperwork in order and complete additional paperwork and referral forms as required.
- h) Oversee 121 Early Years Practitioner/s and meet with on a regular basis to ensure they are updated on all pre-agreed targets and objectives in accordance with any implemented support plans.
- i) Oversee the supervision and appraisal schedule for 121 Early Years Practitioner/s.
- j) Contribute to the learning and development of the wider staff team regarding inclusion and advising on additional resources and / or equipment required to meet individual children's needs and to enable inclusive play.
- k) Developing own knowledge of a range of specific needs (e.g. Physical, developmental and emotional), any changes to legislation regarding SEND, attending professional development opportunities and sharing elements of training relating to SEND with practitioners during staff meetings.
- l) Report any concerns relating to all children, staff, parents regarding safeguarding and / or complaints to line manager.
- m) Ensure the general health, safety and welfare of all children attending each session, whilst overseeing the personal care and development of identified child / ren.
- n) Help to maintain the cleanliness and tidiness of equipment and ensure any areas of responsibility are well maintained and left in an orderly state.
- o) Contribute towards the induction and mentoring of new workers and volunteers supporting their development and training needs.
- p) Link with the nominated inclusions Trustee to look at inclusive practise across the centre and wider opportunities for development.

**10. Designated Safeguarding Lead/Person, Purpose of post:** Deputise for Services Manager with all aspects of safeguarding.

**Duties and responsibilities;** The deputy designated safeguarding lead/person is expected to.

- always be available (during working hours) for staff to raise any safeguarding concerns.
- be able to complete referral process.
- act as a source of support, advice, and expertise for all staff.
- act as a point of contact with the children's safeguarding partnership.



## **Job Description**

- undergo training to ensure the knowledge and skills required to conduct the role at least every two years.
- ensure staff members have access to, and understands, the setting's safeguarding children and child protection policy and procedures.
- work with governing body and safeguarding lead to ensure the safeguarding policy and procedures are implemented and updated / reviewed regularly, and annually (as a minimum).

### **AND FINALLY...**

11. To undertake any such training and duties associated with this post for the effective running of the centre.