

Job Description and Person Specification

One to One Support Practitioner

Job Title: One to One Support Practitioner

Location: *Wilmslow Methodist Pre-school*

Responsible to: The Employee will be employed by Wilmslow Methodist Pre-school and will be under the supervision of the Pre-school Manager

Responsible for: *none*

Purpose and Objectives:

To support a child with additional needs in all areas of their care and development at the pre-school.

To work with the staff and management of Wilmslow Methodist Pre-school to provide outstanding care in line with Ofsted's criteria.

Main Responsibilities:

1. Keep completely confidential any information relating to children, their families or other members of staff.
2. To create learning plans and next steps in conjunction with the Special Educational Needs Coordinator (SENCo) and follow the Early Years Foundation Stage (EYFS) document Development Matters and any future updates to this document. Use the online resource Class DoJo to record observations and communicate with the parents. Keep and maintain termly reports, relevant SEN reports and other required paperwork. Take and assist children with using the toilet (and nappy changing).
3. Build a strong and supportive relationship with the parents/carers of the child in order to share positive experiences at the end of each session
4. Work with the team to help plan and run small group activities and story times and be prepared to focus on specific areas of the curriculum as recommended by the Management Team. Flexibility in assisting with a range of duties (purchasing snack, tidying play areas other than your own, assisting with laundry) is also expected.
5. Assist with preparation and supervision of snack time. Help to set up and take down heavy equipment and assist with setting up and clearing away different exciting activities on a daily basis.
6. Advise the Management team of any matter requiring attention such as concerns about a child, family or co-worker. Be responsible as part of the staff team to ensure the

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working environment is safe, advising the Management team of any equipment needing repair or replacement.

7. Attend relevant staff meetings and continue Professional Development by attending courses recommended to help you support the Pre-School and the needs of your key child. Keep up to date with EYFS developments.
8. Be prepared to work alongside other professionals (Health Visitors, SEN team, Speech and Language Therapists (SALT) etc)

Management

The Employee will have a manager whose responsibilities will be to:

- Become familiar with the work of the Employee.
- Equip and offer training and development.
- Work with the Employee to encourage the child's development by using the "plan, assess, do, review framework".
- Determine priorities for the work with the child.
- Prepare a personal development plan with the employee.
- Ensure good communications between the staff members, parents and children.
- Monitor and evaluate progress with the Employee on a regular basis (meetings will take place monthly during the probationary period and termly thereafter).
- Act as a "sounding board" to the Employee.

Person Specification

Level 3 or above in a relevant childcare qualification (or Level 2 and willing to progress)

GCSE English and Maths (pass)

Good ability to communicate fully and fluently in both written and spoken English

Ability to work on own initiative to organise and prioritise own time and resources

Ability to confidently relate to parents with empathy, compassion and discretion

Experience of working as part of a team with respect and integrity

Experience or interest in supporting a child with additional needs

Able to plan and set appropriate activities and noticing when change is required.

Good knowledge and understanding of EYFS

Flexible approach to pulling your weight and working in Early Years Setting

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Terms and conditions:

Terms of appointment:	At earliest opportunity until end of enrolment of child
Remuneration:	The salary will be £10.00 per hour. (under review)
Hours of work	Normal working pattern: 20-25 hours per week, 38 week term time, annualised.
Expenses	All reasonable expenses will be reimbursed. These will need to be agreed with the manager first.
Holiday entitlement	5.6 wks per year paid at the following periods: one week in December, one week at Easter, 1 week in July and 2.6 weeks in August.
Criminal record clearance	Appointment will be subject to a satisfactory enhanced DBS check.
References	Appointment will be subject to satisfactory references
Probationary period	Appointment will be subject to the satisfactory completion of up to three-month probationary period.