



**The Brook Special School**  
Broadwaters Inclusive Learning Community  
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**Headteacher: Maureen Duncan MA, MEd, MSc, NPQH, FRSA, FCCT**  
**Deputy Headteacher: Sukina Campos**  
Registered Charity Number: 280180

### EYFS SEND Practitioner Job Description

- POST:** EYFS SEND Practitioner
- SCALE:** 4, points 7-10
- RESPONSIBLE TO:** Headteacher or designated member of the Leadership Team
- JOB PURPOSE:** Under the general direction of the teaching staff, to support EYFS SEND pupils, colleagues and the wider community of the school in meeting the learning, pastoral and care needs of all pupils, in order to develop their independence and raise their attainment in all areas of school life.

### **DUTIES AND RESPONSIBILITIES**

#### To support EYFS pupils, including the following:

- To use specialist skills/training/experience to support EYFS pupils.
- To establish positive and supportive relationships with the pupils, acting as a role model and setting high expectations.
- To promote the inclusion, access and acceptance of all pupils within the classroom and across the campus, both in general and through specific issues such as positioning, manual handling and the use of specialist equipment such as hoists, slings and frames. After receiving appropriate training, given by a qualified trainer.
- To aid effective pupil learning with individuals or small groups as required through:
  - motivating and encouraging pupils
  - clarifying and explaining instructions
  - ensuring pupils are able to use equipment and materials provided
  - working on individual targets and other learning activities
  - accompanying and supporting pupils on educational visits
  - mounting and displaying pupils' work and ensuring neatness of displays
- To be aware of basic medical background/disability of particular pupils and, following appropriate training, give regular or occasional treatment or medication, with the written consent of parents and in accordance with the school policy on supporting pupils with medical needs.
- To be competent in the use of ICT including – the use of emails, use of Word, effective use of the Interactive Whiteboard, (including accessing internet educational activities for pupils), SIMS for registration, use of basic Tapestry and MyConcern and communication software



and hardware pertaining to the specific needs of the pupils in the team following appropriate training for new staff.

- To support and maximise pupils' independence skills. To assist pupils in all aspects of self-help skills e.g. eating and drinking, toileting, washing, and development of personal hygiene.
- To work within an established behaviour and restraint policy to anticipate and manage behaviour constructively, promoting communication, self-control, independence and emotional wellbeing.
- To assist pupils in the swimming pool under the supervision of the Swimming Instructor
- To develop activities with pupils which promote social interaction and constructive play during break and lunchtimes, both indoors and in the playground as required.
- To assist pupils with disabilities to put on or use equipment/aids properly and to check and report that such equipment is functioning correctly to the class teacher.
- To work within the EYFS framework and assessment criteria to support in the delivery of high quality education.

### **To support the teacher and other professionals, including the following:**

- To work with the teacher to establish an appropriate EYFS learning environment.
- To assist teachers in the development and implementation of suitable teaching and learning EYFS programmes for the pupils.
- To work closely with professional staff attending the school e.g. physiotherapists, speech and language therapists, occupational therapist and dieticians and carry out programmes as prescribed and reviewed by these specialist staff.
- To provide regular feedback about the pupils to the teacher on pupil achievement, progress and other matters.
- To use the school's EYFS assessment framework to undertake observations of pupils' work and accurately record achievement/progress using Information Technology as appropriate.
- To provide general clerical/admin support for the teacher e.g. producing worksheets for agreed activities, filing, photocopying, maintaining displays, producing symbols.
- To prepare and maintain general and specific equipment and resources taking account of pupils' interests, communication and cultural backgrounds.
- To lead small group and 1:1 EYFS sessions under the guidance of the teacher

### **To support the school, including the following:**

- To contribute to the overall ethos/work/aims of the school.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, behaviour and restraint, confidentiality and data protection, reporting all concerns to the appropriate person.
- To implement and be committed to Haringey's Equal Opportunities policies and assist the school in enabling all of its pupils to fulfil their potential.
- To help foster good links between home and school, including the use of home-school books, telephone calls as appropriate.



- To contribute to pupils' person centred reviews and attend pupil-centred meetings if appropriate
- To attend parent evenings and discuss pupils' progress with parents/carers.
- To liaise and consult effectively with all professionals working with the pupil.

**To ensure effective continuing professional development, including the following:**

- To take ownership of, and give high priority to, professional development.
- To participate in training and other learning activities as required.
- To attend and participate in regular meetings.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To identify own CPD needs relating to pupils learning through ongoing classroom practice.
- To make good use of the school's CPD resources, (including consultation with colleagues) in order to ensure effective continuing professional development.
- To liaise with the team leader and colleagues within the team to establish specific CPD requirements and targets to be met.
- To liaise with the school's CPD leader to make requests regarding own professional development needs.
- To undertake any other duties, as instructed by the Headteacher.

