

COUNDON PRIMARY SCHOOL
Together Everyone Achieves More

JOB DESCRIPTION

1:1 EYFS KEY WORKER
(Linked to specific child/funding)
GRADE 3

Main purpose of the job:

- To support a child who has Special Educational Needs: ADHD, autism and attachment needs in EYFS. This will involve working on a 1:1 basis, but also supporting small groups of learners alongside this pupil to deliver specific interventions.
- To assist the class teacher and Inclusion Leader in carrying out an appropriate planned programme of work to meet the needs of this particular child, enabling them to reach their full potential.
- Encourage and lead learning through play 1:1 basis
- To build social skills and the child's relationships with peers.
- To assist with the integration of the child with additional needs, into the rest of the class/group.
- To encourage and support the learning process of the child both on a one-to-one basis and also within a group.
- To assist with the monitoring of the child's performance and to report progress.
- To work alongside the school Inclusion Leader and other members of the team in planning and delivering relevant interventions while monitoring and feeding back on progress.
- To build a strong and positive relationship with the child to support attachment needs, anxiety and behaviour.
- To care for the safety, welfare and hygiene of the child.
- To liaise effectively with the school Inclusion Leader as Line Manager, but also with staff in the school and parents/carers.
- To support the Inclusion team with organisation of resources that will be accessed by the child.
- To support the class teacher with evidencing progress made by the child.

Continuing Professional Development

- Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings as required.
- Attend relevant training specific to the child's needs.

All employees

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy and must comply with the Coundon Primary Health and Safety Policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who would be affected by their actions or by their omissions;
- To co-operate with the Leadership Team or their line manager, to work safely, to comply with health and safety instructions and inform and undertake appropriate health and safety training as required;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with procedures of the Coundon Primary Safeguarding Policy and in particular is required:

- To ensure they are aware of the signs that may suggest a child is being abused or neglected;
- To report immediately to the Leadership Team or their manager, any concerns they may have that may suggest that a child may be being abused or neglected.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Coundon School and City Council's Equal Opportunity Policies.

Duties which include the processing of any personal data, must be undertaken within the Coundon School and corporate Data Protection Guidelines (GDPR)

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PERSON SPECIFICATION

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Knowledge	<ul style="list-style-type: none"> • Knowledge of working with children that have ADHD, autism and other needs such as attachment and medication. • Understanding of relevant codes of practice and legislation, Every Child Matters. • Understanding of EYFS curriculum • Basic understanding of child development and how children learn. • Training in relevant teaching and learning strategies.
Skills and Abilities	<p>The ability to:</p> <ul style="list-style-type: none"> • Relate well to children and adults. • Use PACE with children: Playful, Accepting, Curious, Empathetic. • Work effectively as part of a team. • Show behavior management as a strength. • Use ICT and other equipment effectively, e.g. video, photocopier. • Evaluate own learning needs.
Experience	<ul style="list-style-type: none"> • Experience of working with children that have ADHD, autism and attachment needs. • Experience in EYFS setting • Experience of working on own initiative and as part of a team.
Educational	<ul style="list-style-type: none"> • Good literacy and numeracy skills. • NVQ 3 for Teaching Assistants or equivalent qualifications and experience.

