



Job Description – Curriculum Co-Ordinator & SENDCO

<u>Job Title</u>	Curriculum Co-Ordinator & SENDCO
<u>Responsible To</u>	Nursery Manager & Deputy Manager
<u>Professionally Accountable to</u>	Nursery Committee
<u>Line Management Responsibility for</u>	Room Leaders and Nursery Practitioners
<u>Hours</u>	15-20 per week, (could top up with Nursery Practitioner work at £7.50 per hour) For one year in the first instance To start asap once DBS checks and references are complete
<u>Pay</u>	£10 per hour

Purpose of Post

1. To work with the Nursery Manager, Deputy Manager and Committee to ensure a high standard of physical, emotional, social and intellectual education and inclusive care for the children who attend the nursery.
2. To assist the Nursery Manager and Deputy Manager with her administrative duties and support all other personnel within the nursery to ensure the nursery has a strong, reliable and consistent team.
3. To be responsible for the day to day management of the curriculum across the Nursery. Including the use of the observation, assessment and planning cycle.
4. To support children with SEND so they can access all areas of the nursery environment and achieve their full potential.
5. To support all staff when working with children with SEND.

Key Areas

1. High standards of inclusive care and education of the children.
2. Team building and staff support.
3. Communication, organisation, discussion and observation.
4. Delivering personalised support to children with SEND

Main Duties

1. To achieve and maintain high standards of inclusive care and education.

2. Be aware of and act in accordance with all relevant current legislation and ensure that all policies and procedures are implemented and adhered to at all times.
3. To attend or seek out suitable training opportunities which will enhance skills in role.
4. To offer advice and guidance to the nursery staff regarding the children in their care. Attend training courses on this subject and give feedback to the nursery staff on the information learnt. To work closely with parents and other agencies to ensure the nursery offers a fully inclusive service.
5. To maintain an effective parent liaison system in order to work in partnership with parents/carers including regular parent events.
6. To liaise with the Local Authority, OFSTED and other professional bodies associated with the Nursery.
7. Manage and co-ordinate staff with building kite mark evidence portfolios e.g. Bristol Standards, SEF reports.
8. Co-ordinating and chairing Room Leader meetings on a regular basis, including setting agendas and taking minutes.
9. Establishing and maintaining effective communication links with other agencies.
10. To ensure that the OAP cycle, online learning journeys and curriculum are running well and provide a varied and inclusive educational programme for all children across the Nursery.
11. To manage and co-ordinate staff development and training, both in house and external training when directed to by the Deputy Manager.
12. To identify where children may need additional support and to write an Individual Education Plan alongside the Key Worker and the parents and ensure that this is regularly reviewed and monitored.
13. To develop resources that will aid the children's development and support their learning.
14. To liaise with the management team and discuss relevant SEND information and the SEND provision within the nursery.
15. To support children with SEND in their transition to school and attend relevant meetings and visits to ensure a successful transition.

The duties of the role may be subject to change as the Nursery develops and any changes to the role will be through consultation between the Nursery Committee, Nursery Director and Nursery Manager.