



Job Title: Nursery Teacher and SENCo

School: Lea Nursery School

Salary: MPS (1–6) + SEN Allowance

Contract Type: Full Time

Reports to: Headteacher / Deputy Headteacher

Supervises: Early Years Practitioners and Teaching Assistants

Job Description

Main Purpose

- Teach and support the learning of children aged 2–5 years in line with the EYFS statutory framework.
- Co-ordinate the provision for children with special educational needs and disabilities (SEND), ensuring early identification, intervention, and inclusive practice.
- Work in partnership with families, staff, and external professionals to secure positive outcomes for all children.
- Promote a safe, engaging, and stimulating learning environment for all pupils.

Key Responsibilities

Teaching and Learning

- Plan and deliver age-appropriate, inclusive learning activities aligned with the EYFS curriculum.
- Use formative assessment to identify children's needs, track progress, and adapt teaching.
- Promote high-quality interactions and early language development.
- Foster independence, curiosity, and a love of learning through continuous provision and play-based pedagogy.
- Apply appropriate teaching strategies for children with SEND, EAL, or additional needs.

SENCo Responsibilities

- Lead on identification and assessment of SEND needs, ensuring early intervention and use of the graduated approach.
- Maintain the SEND register and provision map; monitor and evaluate interventions.
- Liaise with families, the local authority, and external services (e.g. SALT, EP, Health Visitors) to support individual plans and referrals, including EHCPs.
- Support colleagues in inclusive teaching, adapting provision, and implementing ISP targets.
- Coordinate transition planning for children moving to Reception or other settings.

Leadership and Collaboration

- Model excellent EYFS practice and inclusive approaches to staff.
- Lead team meetings and support the development of Early Years Practitioners and Teaching Assistants.
- Participate in staff CPD and deliver SEND-related training.
- Contribute to the setting's self-evaluation and improvement planning.

- Safeguard children's wellbeing in line with KCSIE and setting policies.
- Administration and Compliance
- Complete SEND paperwork accurately and in a timely manner.
- Monitor and report on the impact of SEND provision to SLT.
- Ensure compliance with the SEND Code of Practice (2015) and Equality Act (2010).
- Collaborate with DSL to ensure the safeguarding of vulnerable children.

Other Duties

- Contribute to the wider life of the nursery.
- Take part in staff meetings, training, planning and review cycles.
- Carry out any other reasonable tasks or duties as directed by the Headteacher or Deputy Headteacher, commensurate with the post.

Person Specification

Criteria	Essential	Desirable
Qualifications	QTS or Level 6 Early Years Teacher Status	National Award for SEN Coordination (or willingness to complete within 3 years)
	Degree in Early Childhood or related field	DSL qualification
Experience	Minimum 2 years' experience in EYFS	Experience coordinating SEND provision
	Experience of teaching children with SEND	Experience supporting EHCPs
Knowledge	Strong knowledge of the EYFS Framework and child development	Familiarity with early intervention tools
	Understanding of the SEND Code of Practice and graduated approach	Knowledge of multi-agency working in Early Years
Skills	Ability to differentiate teaching effectively	Ability to lead staff training
	Excellent communication and interpersonal skills	Competence with learning journals
	Organised, reflective, and proactive	Data analysis for SEND tracking
Personal Attributes	Committed to inclusive education and equal opportunities	Calm, empathetic, and solution-focused
	Collaborative, flexible, and child-centred	Reflective practitioner, open to feedback