



Preston Primary Academy Trust	
JOB DESCRIPTION	
Job Title:	EYFS SEND Teacher
Reports To:	Headteacher/Trustees
Grade:	Central team to advise

MAIN PURPOSE OF THE JOB:

To take overall responsibility for a class of children within EYFS, with a specific focus on supporting children with Special Educational Needs (SEND), as designated by the Headteacher. This responsibility will include:

RESPONSIBILITIES:

1. Planning and Teaching:

- Develop and deliver engaging and developmentally appropriate programmes of work tailored to meet the diverse needs of all children in the class, with particular emphasis on supporting SEND children.
- Implement individual education plans (IEPs) and ensure differentiation to address varying abilities, learning styles and developmental stages.

2. Child Progress and Welfare:

- Monitor the progress, well-being and holistic development of each child, with a strong focus on identifying and addressing barriers to learning for SEND pupils.
- Use observation and assessment tools specific to EYFS and SEND to inform planning and interventions.

3. Collaboration and Liaison:

- Work closely with teaching assistants, other teaching staff and external professionals such as Speech and Language Therapists, Educational Psychologists and Occupational Therapists to support SEND children effectively.
- Foster strong partnerships with parents, offering regular communication and updates on their child's progress, needs and strategies for home support.

4. Parental and Community Engagement:

- Encourage the active involvement of parents and carers in their child's learning journey.
- Work with community and support services to enhance the provision for children with SEND.

5. Classroom Environment:

- Take responsibility for creating and maintaining an inclusive, stimulating and safe classroom environment that supports the learning and developmental needs of all children, including those with sensory, communication or physical needs.

6. Administrative Duties:

- Manage registration and other general administrative tasks related to the class.
- Maintain accurate and up to date records of assessments, progress and support interventions for all pupils, particularly those with SEND.

7. Assessment and Recording:

- Regularly assess, document and report on each child's progress, ensuring that SEND children's specific milestones are carefully tracked and supported.
- Contribute to reviews of IEPs, EHCPs and any other SEND related documentation.

8. Behaviour and Social Development:

- Promote positive behaviour and establish a rapport with all pupils to nurture their social emotional and academic potential.
- Employ strategies to support children with behavioural, emotional or social difficulties, fostering a calm and supportive classroom environment.

9. Safeguarding:

- Ensure all safeguarding and child protection policies are implemented and adhered to, prioritising the safety and well-being of all children, including those with Additional vulnerabilities due to SEND.

10. Other Duties:

- Undertake any additional responsibilities aligned with the role of an EYFS SEND teacher, as directed by the Headteacher to support the learning and wellbeing of children.

KEY TASKS

To keep abreast of trends and development in education, especially those relevant to the duties and responsibilities of the post.

Elements of this job description may be re-negotiated at the request of either party and with the agreement of both.

To complement this job description, the postholder will be required to carry out such duties as set out in the relevant paragraphs of the current School Teacher's Pay and Conditions Document.

This job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the postholder.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:	
Job Holder:	Date:
Line Manager	Date: