

First Steps (Bath)

SEN Early Years Assistant

Support Grade, Spinal Point 14

Job Purpose

To assist with the planning, organising, and delivering of activities and to create learning experiences for a group of children with a focus on children with special educational needs. To work within an anti-discriminatory and inclusive environment and support the team to enable all children to reach their full potential.

Job Description – main duties

- To assist with the planning and organising of activities that extend learning.
- To support delivery of activities and experiences that are named in children's my plans.
- To produce accurate and effective observations to assess the children's progress and the effectiveness of the learning environment.
- To work to support the development of the children within the Early Years Foundation Stage.
- To manage the children's behaviour and routines in line with the nursery's policies and guidelines.
- To work in respectful partnership with parents, carers, and other professionals always.
- To work within the nursery's health and safety guidelines and undertake specific tasks related to the safety and hygiene of the children and the nursery.
- To work within the nursery's child protection procedures, inclusion policy and confidentiality policy.
- To share tasks necessary as part of the general upkeep, tidiness and cleanliness of the nursery environment and resources, and which contribute to the general well-being of the team.
- To participate in and contribute to regular staff meetings, appraisals and training including INSET days to improve skills and knowledge and develop a positive attitude that enhances practice.
- To maintain a high level of professionalism, both inside and outside the nursery.
- To undertake any other tasks, as requested by the management team, that are necessary for the smooth running of the nursery and the welfare of the children in its care.
- To work towards or where appropriate to hold key person responsibilities adhering to the First Steps guidelines on the role of the key person.

Reporting to: Children's Services Manager, Practice Supervisor or Lead Practitioner.

Based at: Any site managed by First Steps (Bath)

Person specification

Experience:

- experience as a parent/carer (desirable)
- experience as a worker or volunteer who has worked locally with families, parents, or carers (desirable)

Qualifications:

- Willingness to work towards level three SENCO awards

Skills:

- Good communication skills
- Ability to relate well to people of all ages and abilities.
- Ability to handle information securely and confidentially.
- Confident to recognise when something does not feel right for a child and to share concerns promptly and professionally with colleagues, in line with safeguarding procedures.

Knowledge

- Knowledge of Early Years Curriculum Guidance for the Early Years Foundation Stage (desirable)
- Knowledge of the importance of safeguarding children.
- Knowledge of how to provide a safe environment for children and how to model good behaviour for children to follow

Personal Qualities

- Committed to working in partnership with families, promoting anti-discriminatory and inclusive practice.
- Respects and upholds First Steps values, following policies and procedures including confidentiality and safeguarding (child protection).
- Remains calm under pressure, thinking clearly and responding appropriately in the moment.

General

- Enhanced disclosure and barring check required.

Written by Roz Lambert and Charlotte Miller May 2026