**July 24**

**Job Description – Key Person**

* Reporting to the Principal.
* Setting up and clearing away before/after sessions.
* Setting up resources/toys for key children, according to needs and interests.
* Special relationship with key children.
* Communicate and share information with all staff.
* Observing and sharing, learning and achievements on Tapestry.
* Carrying out assessments and monitoring progress.
* Setting and reviewing individual termly targets.
* Safeguarding, report concerns to DSL.
* Self-reflection after sessions, either personally or with other members of the team.
* Ensure regular parental engagement/communication.
* To be at TRACKS 15 mins before and after each session (unless arranged with Principal).
* To discuss children's progress and plan next stages in their learning with the Principal and parents.
* Engage in Continuing Professional Development and reflective practice to improve own skills, practice and autism/early years knowledge.