

## HANAA SHEIKH

### Profile

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With over 8 years of working with children and an FdA in Supporting Children with SEND, I have found a passion for working with children with additional needs. I have got in-depth and up to date knowledge of the EYFS and SEND frameworks, implementing these to a high standard in my daily practice. I have expertise in supporting children with additional needs and I am committed to supporting children to achieve their educational potentials, while nurturing their emotional, social and personal well-being. I also have experience working as a private tutor for a GCSE student and primary school pupil.

### Employment History

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#### Little Pebbles Nursery

##### Nursery Room Leader – Pre-School (April 2023 – Present)

- Leading and managing practitioners to ensure that daily routines and practices are carried out
- Ensuring practice is up to Ofsted standards, complying with statutory requirements and nursery policy
- Responsible for the planning and provision of all the pre-school children, ensuring that they are meeting their milestones, and that their key workers are carrying out their responsibilities
- Training and mentoring staff members on essential practices, procedures, and knowledge
- Arranging and leading regular room meetings, taking into account the views of colleagues, and constantly striving for high standards
- Working in partnership with the senior leadership team to ensure the smooth running of the nursery

##### Nursery SENCO (December 2020 – Present)

- Liaising with other professionals and agencies for example: Area SENCO, Early Years Advisory Teachers and Speech and Language Therapists
- Arranging and holding SEN review meetings, school transition meetings, and external agency visits
- Organising support and interventions for children with additional needs, such as creating visual aids, individualised plans or leading Attention Autism sessions
- Adapted and maintained a system to regularly track progress of children on SEN Support Plans
- Train and advise colleagues on how to support children with SEN and to implement their support plans
- Experience with applying for various referrals and funding, including referrals to child development teams and making EHCP requests
- Keeping up to date paperwork, such as SEN support plans, SEND profile and meeting records

##### Nursery Nurse (July 2020 – April 2023)

- Reporting and recording of accidents/incidents/safeguarding concerns
- Carrying out first aid and administering medications, while maintaining strict hygiene and infection control
- Behaviour management, encouraging positive behaviour and good manners, creating and implementing behaviour support plans where necessary
- Assessing learning and development in line with the Development Matters Framework and EYFS
- Had responsibility of piloting two new planning schemes and then training colleagues on implementing them
- Liaise with schools to support children with transition into reception
- Build positive working relationship with parents, holding meetings to discuss progress and concerns, and offering support and advice when needed

## **Nursery Assistant** (October 2018 – July 2020)

- Assisting children with personal care needs - changing nappies, toilet training and feeding
- Preparing and serving food, paying special attention to any allergies or dietary requirements
- Welcoming visitors into the nursery, answering queries and organising show arounds
- Supervising children on outings, ensuring their safety and enjoyment

## **Mother Nature Science**

### **Lead Instructor/Assistant** (February 2018 – December 2020)

- Leading and assisting engaging science lessons for children aged 5-12, some with SEND such as ADHD and ASD. Liaising with parents and head office to ensure the smooth running of sessions. Carried out extra responsibilities of administration work and holding summer fairs.

## **Explore Learning Tuition Centre**

### **Tutor** (January 2017 – May 2018)

- Tutoring young children in maths and English, supporting their understanding and learning through individually tailored teaching methods and games.

## **Education History**

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### **University of Hertfordshire** (January 2024 -)

- BA Top-up: Early Childhood & Education (Integrated Working with Families and Children)

### **University of Hull** (September 2021 – June 2023)

- FdA in Supporting Children with Special Educational Needs and Disabilities (Distinction)

### **Woodhouse Sixth Form College** (September 2016 – July 2018)

- A-level Sociology (A), Biology (B), Chemistry (B)

### **Kingsbury High School** (September 2014 – July 2016)

- 11 GCSE A-C, including A in English Language and B in Mathematics

## **Professional Development**

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- Level 3 Diploma for the Children and Young Peoples Workforce (Early Years Educator) (RQF)
- Completed New SENCO training and attended Early Years SENCO Masterclass
- The Complete SEND Diploma (Level 2,3&4)
- Paediatric First Aid
- Various CPD courses, including Safeguarding, Understanding Autism and Speech and Language. (Extensive list and certificates available on request)

## **Achievements, Skills and Interests**

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- Passionate and skilled in working with and supporting children with SEN
- Currently undertaking courses in BSL and Makaton
- Literate and highly proficient in Microsoft Office and CAD programmes.
- Good time keeping skills, working well under pressure and towards deadlines