

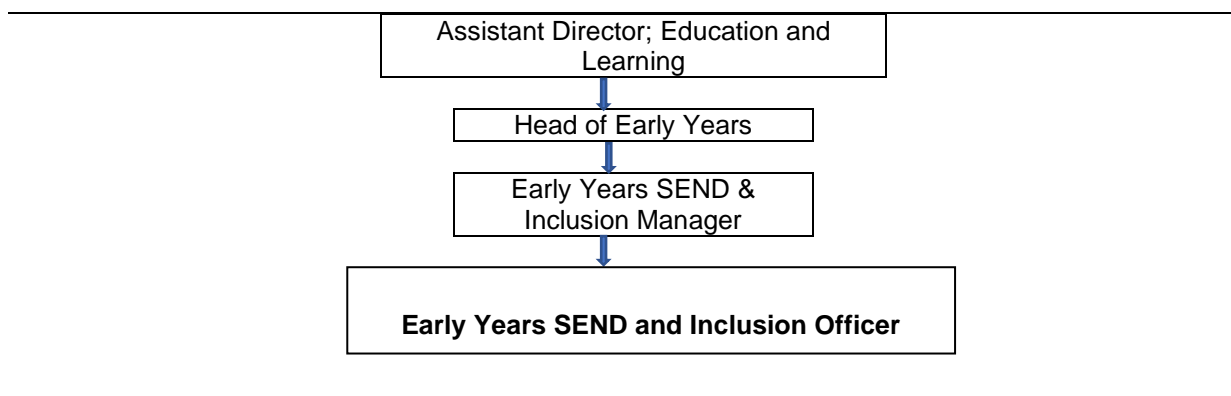
## JOB DESCRIPTION

<b>Job Title:</b>	Early Years SEND and Inclusion Officer		
<b>Directorate:</b>	People	<b>Salary:</b>	£35,235 - £39,513 plus London Weighting £706 + ECU £963
<b>Section:</b>	Education and Learning Early Years	<b>Grade:</b>	BG-G SCP 25 - 30
<b>Location:</b>	Child Development Centre	<b>Work Style:</b>	Flexible

### Key Objectives of the role

- To be part of a team promoting and supporting the delivery of inclusive early years practice, ensuring that early education settings:
  - meet the statutory requirements of the Early Years Foundation Stage
  - have regard for the SEN Code of Practice
  - implement the graduated response to aid early identification and intervention
  - undertake CPD to up skill practitioners supporting children with delay within the early years
- To act as keyworker to a caseload of children and families delivering interventions based on needs of the child and family including:
  - assessing child's development, writing reports and recommendations
  - supporting access to early education opportunities and transition to new settings as appropriate.
  - liaising with other professionals supporting the child/family

### Designation of post and position within departmental structure



## Daily and monthly responsibilities

1. To work as part of a team within the CDC delivering a range of services and interventions to children, families and early years practitioners to support the development of children (aged 0-5 years) with SEND, some of whom may have complex needs and possibly life-limiting conditions.
2. Manage a caseload of early education settings, children and families, adjusting support in accordance with need, types of support may include:
  - Initial observations of children, baseline and full assessments
  - arranging and facilitating Team around the Child (TaC) meetings,
  - Undertaking and/or supporting requests for Inclusion Funding and/or Education Health and Care needs assessments (EHCPNA)
  - Implementing the graduated response to aid early identification and intervention
  - Developing strategies and resources to support individual need including health care plans in partnership with health colleagues
  - Delivering training in a range of ways including virtual, on site, mentoring and modelling for parents and practitioners
3. Take an active role in planning, delivery and evaluating of both group and individual sessions and support plans, ensuring playroom and resources are fit for purpose at beginning and end of sessions. Ensure children's development records are updated in relation to EYFS.
4. To work with children and families within the centre/family home or early years setting to empower parents to undertake activities matched to the developmental needs of their child, set long term goals and achievable small steps to track and monitor progress.
5. To undertake risk assessments/care plans as required.
6. Offer specialist advice and knowledge to early years providers (face to face, telephone and email support) and work alongside setting staff modelling effective strategies to aid smooth transition and ongoing effective inclusion of children with additional needs and that legislative requirements in relation to SEN are understood and implemented effectively.
7. To establish and maintain effective working relationships with statutory and voluntary agencies to ensure a high standard of service to families, ensuring confidentiality is maintained at all times.
8. To keep up-to-date with local and national legislation relating to children with additional educational needs. Contributing to the overall aims of the service and support other members of the team.
9. Work within established procedures for monitoring information, assessment, information sharing, confidentiality, safeguarding and health and safety, undertaking risk assessments where appropriate.
10. To work at all times within an equal opportunities and anti-discriminatory framework.
11. To work outside traditional hours as required to meet the needs of referred families.

## Scope of role

The post holder will not have any budget responsibilities but will be involved with identifying required resources to support service delivery.

The post holder will have a significant impact on children aged 0-5 years with SEND and their families (circa 170 known to the service at any time)

The post holder will be the named officer for approx. 18 early education settings but will also at times visit settings in OLAs

Post holder will receive an essential car allowance and will be expected to hold a valid driving licence and car to enable visiting and working in various locations within the Borough including visits to family homes

The job description will be flexible to allow for changing priorities and needs and will be developed in conjunction with the Post Holder.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>Educated to at least a level 5 in early years education or at least 5 years post qualification experience (relevant Early Years Qualification).</p> <p>Educated to GCSE A-C level or equivalent (to include Maths and English)</p>	<p>Early Years Degree Foundation degree in Working with Children with SEN</p> <p>Elklan training</p> <p>Portage training</p> <p>PEEP</p> <p>Manual Handling training</p> <p>Level 1 Child Protection Training</p> <p>Basic First Aid training</p> <p>Parenting programme e.g Time Out for Parents, Sleep Scotland, NAS</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>Substantial experience (at least 5 years) of working with children aged 0-5 in particular those with SEND.</p> <p>Experience of being in a leadership role within an Early Education setting, e.g. manager, deputy, SENCO</p> <p>Excellent working knowledge of the Early Years foundation stage and child development</p> <p>Ability to use knowledge of child development to assess strengths and areas of need and implement strategies to support children to reach their potential</p> <p>Working knowledge of the SEN Code of Practice and the importance of early identification and intervention</p> <p>Experience and evidence of building positive working relationships with parents/carers</p> <p>Able to listen to, relate to and communicate well with children and</p>	<p>Experience of delivering parenting programmes</p> <p>Experience of facilitating groups, child and parent, parent/carers only</p> <p>An understanding of the role of a SENCO and a strong working knowledge of the SEN Code of Practice</p> <p>Demonstrate an understanding of information sharing and the relevant guidance / legislation supporting this.</p>

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adults, and adapt communication style to meet individual needs.

Able to work effectively as part of a team.

Able to work on own initiative and plan and deal with conflicting priorities in organising own work schedule.

Experience of working effectively with a range of other agencies supporting children aged 0-5 and their families.

Knowledge of current legislation and regulation relating to early years

The ability to use IT to include all Microsoft office

The ability to write clear and concise reports

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**Work-related  
Personal  
Requirements**

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

Excellent interpersonal, organisational and communication skills and demonstrate a tolerant, patient, friendly approach.

Ability to challenge and develop early years working practice in a clear and concise manner, whilst acknowledging the needs of the setting as a whole

Ability to be self-motivated, and respond to a wide range of work environments

Able to demonstrate a flexible approach to the work of the centre and its users.

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**Other Work  
Requirements**

A satisfactory enhanced Disclosure and Barring Service check.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies.

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This post is exempt from the  
Rehabilitation of Offenders Act 1974

Anything that is applicable to the role  
that is out of the norm.

Able to work occasional weekends  
and evenings.

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**Role models  
and  
demonstrates  
the  
Council's  
values and  
behaviours**

Our values define who we are. They  
outline what is important to us. They  
influence the way we work with each  
other – and the way we serve our  
residents and engage with our  
communities.

We make our values real by  
demonstrating them in how we  
behave every day.

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**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**



EMPLOYER RECOGNITION SCHEME

SILVER AWARD 2024  
Proudly supporting those who serve.



workplace  
wellbeing  
CHARTER