

## Job Description

<b>Job Title</b>	Early Years Inclusive Placement Officer
<b>Grade</b>	PO1
<b>Reporting To</b>	Early Years Quality Improvement and Training Team Leader
<b>JD Ref</b>	PC0228P

### Purpose

Work with the Early Years Quality Improvement and Training manager to effectively implement the operation encompass procedures and support children to take up their early years funding entitlements with early years providers. This role will be integral to ensuring children are effectively supported and included to take up early years opportunities.

Work collectively with colleagues across Education and Early Help and Prevention Services to ensure children and young people are safer; the daily-lived experience of children and young people get better outcomes for children and young people improve; and wherever possible, family breakdown is prevented.

### Main Duties And Responsibilities

- Lead on the implementation of Council strategic project plans, in order for the Council to meet its early years statutory duties in association with national policies, guidance notes and new initiatives.
- To implement and deliver operation encompass across early years providers, providing advice and guidance to early years providers to ensure children are effectively supported during parental conflict.
- To assess applications for Settling Inclusion Grants in line with the guidance and support settings to make effective use of this grant. Observing children within provision and making accurate, timely assessments to inform funding decisions.
- To promote early years providers to attend training around trauma, SEND and child protection. Including supporting providers on the impact of ACES and intervention to reduce this potential impact.
- Ensure operation encompass is managed with foundations built on a commitment to excellent safeguarding practice and implementing this widely across the early years sector.
- To role model strategies and interventions to support children with SEND.
- To role model strategies and interventions to support children who have experienced or are experiencing trauma.
- To liaise with relevant agencies, such as Family Hub's, Children's centres, Police, health professionals.
- To develop trauma informed practice across early years providers.

- To promote early years funding entitlements to families and work with families and early years providers to take up the full offer as soon as possible.
- Develop mechanisms for stakeholders to effectively work towards achieving the aims and objectives of Council plans that are quality assured and monitored.
- Communicate effectively with a variety of key stakeholders in relation to aims and objectives, inclusive of guidance and resources.
- Co-ordinate aspects of the Family Information Service, including updating the website, social media accounts and electronic communications.
- Communicate effectively on behalf of the Council with primary schools, private, voluntary and independent providers and child-minders, in relation to placements.
- Develop and embed practice which supports children with English as an Additional Language (EAL) including timely intervention and holistic practice centred around inclusion.
- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Any other duties commensurate with the grade.

## Role Specific Knowledge, Experience And Skills

### Qualifications

- NVQ level 3 minimum or equivalent in the field of early years / SEND / domestic abuse or associated other.
- Training relating to safeguarding, child protection, SEND.

#### *Desirable*

- Degree level qualifications, for example working with early years / SEND.
- Other training relating to working with children with SEND, Adverse Childhood Experiences (ACEs), parental conflict.

### Knowledge & Skills

- Early Years legislation, frameworks and guidance including SEND code of practice.
- Comprehensive knowledge of child protection, safeguarding legislation.
- Detailed knowledge of strategies and implementations that support children with SEND including early intervention and the graduated approach.
- Knowledge and understanding of the impact of domestic abuse on young children.
- Excellent numeracy, literary, IT and communication skills.

#### *Desirable*

- An understanding of issues impacting access to early years provision, including issues relating to disadvantage, SEND or vulnerabilities, and Social Emotional and Mental Health needs (SEMH).
- Knowledge of operation encompass, and the key stakeholders involved in this process.
- Strategies that providers can use to support children experiencing parental conflict / domestic abuse.



- Knowledge of Early Years Funding Entitlements including funding support for providers.
- Knowledge of different childcare providers and the benefits their delivery style have to support children.
- Knowledge of portage small steps approach or other approaches to support children with SEND.
- Knowledge of Adverse Childhood Experiences (ACEs) and the impact these can have on children's development.

## Experience

- Experience of working directly with children under 5 years of age.
- Working with a range of agencies, statutory and non-statutory.
- Awareness of operational issues and pressures.
- Ability to work creatively and innovatively.
- Ability to maintain productive relationships with a wide range of stakeholders.
- Ability to use well developed communication skills to present complex / sensitive information in an understandable way, to a range of audiences.
- Ability to communicate difficult information in sensitive situations, managing relationships effectively and mediating effectively.
- Ability to analyse and interpret varied and complex information, and use this information to develop strategies, anticipate challenges and identify solutions.
- Ability to model high levels of professionalism, and promote a culture of professional standards and accountability amongst the early years workforce.

## *Desirable*

- Working within early years sector, e.g. Day Nursery, Childminder, Pre-school, Wrap around provision.
- Undertaking research, preferably in relation to early years, anti-social behaviour, poverty, parenting capacity.
- Awareness of a range of programmes (Family hubs, children's centres), initiatives and processes (Early Help) within Children's Services.
- Experience of mediation to find workable solutions to meet everyone's needs.
- Experience of delivering interventions to children with SEND.
- Working with statutory services e.g. social workers, police and making appropriate referrals.



## Additional Information

The postholder must be able to travel across the borough and work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

### NOTE:

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service or Operational Manager.**

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the job role holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the job role holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

### Health & Safety Considerations:

Work with VDUs (Video Display Unit) (>5hrs per week)

**Approved By:** *SHayes*

**Date Of Approval: 28/02/2024**

