



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Early Years Inclusion Officer

Grade: SO2

Directorate: Children and Families

Department: SEND, Inclusion and Learning

Responsible to: Senior Inclusion Officer (Early Years and Primary Phase)

Purpose of the Job:

To promote and aid the inclusion of young children (0-5 years) with Special Educational Needs and Disabilities (SEND) in Rutland into their educational provision, supporting the delivery of the Rutland SEND and Inclusion Strategy.

To work with colleagues within the Early Years Inclusion Team to guide and support early years practitioners/teachers around early identification and the implementation of the graduated approach.

Main Responsibilities

- To promote partnerships between early years settings, parent/carers and schools to ensure successful integration of children aged 0 to 5 with Special Educational Needs and Disabilities within their educational provision.
- To support private, voluntary and independent (PVI) settings and parent/ carers to allow children with Special Educational Needs and Disabilities to access their full Funded Early Education Entitlement.
- To provide written advice and support the facilitation of the co-ordination between parents, setting and school staff in the development, implementation, monitoring and evaluation of targeted support for pupils with Special Educational Needs and Disabilities.
- To work with settings and schools to ensure a smooth transition for individual pupils moving from home into settings and from settings into schools, following the guidance outlined in Rutland's Thriving Through Change project on transitions.
- To support and build confidence in early years setting SENCOs to follow the Graduated Approach, including providing advice on record keeping and onward referrals/ applications e.g. SENIF, EHC needs assessment requests.
- To maintain up-to-date case recordings of assessments and support using our Liquid Logic case management system, in line with the RCC Children's Services Practice Standards.



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- To work with local authority colleagues, health colleagues, statutory agencies and voluntary bodies in providing support to pupils with Special Educational Needs and Disabilities and their families.
- To ensure settings and schools are following their statutory duties e.g. the EYFS framework, SEND Code of Practice, Equality Act and The Children and Families Act, and liaise with appropriate local authority colleagues and external agencies when these are not being adhered to.
- To work closely with other colleagues in the Early Years Inclusion team, and wider local authority colleagues, to collaborate support for families and where appropriate, provide advice.
- To co-deliver training and model strategies to early years practitioners and parents/ carers.
- To participate in professional development activities and training related to the duties of the post, both in person and online.
- To provide advice to contribute towards Education, Health and Care Needs Assessments, where appropriate.
- To travel to homes and settings across the county, and sometimes beyond, to undertake duties within the role.
- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- To take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures.
- To exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
- This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

JOB REQUIREMENTS



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QUALIFICATIONS/TRAINING/EDUCATIONS

Essential	Method of Assessment *
Educated to degree level, or equivalent professional qualification, in a relevant education, SEND or children and family field.	A/D
Full UK Driving License	A/D

Desirable	Method of Assessment *
Additional SEND training and/or qualification e.g. ELKLAN, SENCO qualification.	A/D
Qualified Teacher Status (QTS)	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Significant experience of working with children with SEND	A/I
Experience of working in the early years foundation stage, including knowledge of the EYFS Framework.	A/I
Experience of identifying and implementing strategies and interventions to enable inclusion in the learning environment for children with SEND.	A/I
Knowledge and understanding of appropriate legislation and national policy and practice for children in the early years, including safeguarding requirements and legislation around SEND.	A/I

Desirable	Method of Assessment *
Experience of working in partnership with a wide range of agencies, including early years settings and schools and a practical knowledge of working procedures in order to drive service delivery and continuous improvement.	A/I



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An informed understanding of the key issues, local and national in SEND including learning difficulties, language and communication difficulties and autism.	A/I
Experience of delivering training and modelling strategies to professionals around learning and development.	A/I
Experience of working with colleagues across social care, family hubs and early help/ family help to support the needs of families.	A/I
Experience and knowledge of the statutory requirements around Education, Health and Care Plans (EHCPs)	A/I

SKILLS

Essential	Method of Assessment *
Ability to communicate both orally and in written form to a variety of audiences, including ability to prepare clear written reports.	A/I
Organisational skills, including the ability to plan work making optimum use of available resources, especially time.	A/I
Excellent partnership working skills and an ability to inspire and encourage co-production, building positive and lasting working relationships.	A/I
A creative thinker who inspires others and is aspirational for all children and families.	A/I
Attention to detail with a proven ability to produce high-quality written reports which incorporate SMART targets and articulate strategies and adaptations clearly.	A/I
A problem-solving attitude and an ability to bring a range of services, interventions and creative solutions together to bring about change.	A/I
Ability to reflect on practice and evaluate the effectiveness of support, in order to make decisions around appropriate next steps.	A/I
Recognise and identify safeguarding issues and effectively share information regarding risk with relevant services.	A/I



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Desirable	Method of Assessment *
Experience of using IT case management systems to record referrals, assessment, plans, and case recording.	A
Competence in implementing early communication support strategies e.g. intensive interaction, people play.	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

To be confirmed

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
October 2025	Yes	Jenny Janes - Senior Inclusion Officer- Early Years and Primary Phase