



## RUTLAND COUNTY COUNCIL

### JOB DESCRIPTION

<b>Position Title:</b>	Best Start Inclusion Practitioner
<b>Grade:</b>	GSO1
<b>Directorate:</b>	Children & Families
<b>Department:</b>	SEND, Inclusion and Learning
<b>Responsible to:</b>	Team Manager – Early Years Inclusion

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#### **Purpose of the Job:**

To improve access, inclusion and outcomes for babies, children and families with additional needs within the Best Start Family Hub and network sites, through early identification, practical support, and coordinated multi-agency working.

#### **Main Responsibilities:**

##### **Inclusive access and engagement**

- To work in the Family Hub and across outreach locations ensuring children with additional needs and their families can access and benefit from the core offer.
- To plan and facilitate group sessions and activities for parents with young children in the Family Hub and outreach locations, ensuring they are inclusive and proactively reach families least likely to access support.
- To promote inclusive, accessible communication across the Family Hub network and challenge barriers to access.

##### **Family focused support, empowerment and navigation**

- To build relationships with families and champion co-production, ensuring lived experiences of families informs the service design.
- To work with the Early Years Inclusion, Family Hub and Aiming High teams to facilitate effective transition support for children with SEND and promote continuity, emotional wellbeing, and inclusion within the community.
- To provide a welcoming, strengths-based response to families to offer support and empower families to navigate and access appropriate services, including for children with complex needs, signposting to trusted services.
- To provide practical advice, clear information and timely support to families with young children (0-5 years), modelling inclusive practice and



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short interventions.

- To disseminate information and signpost families to support available in the community and/or provided by the Local Authority, partner agencies and specialist services, such as the Aiming High service.

### **Early identification, observation and targeted intervention**

- To use agreed screening and observation tools to support early identification of emerging needs, promote the use of agreed tools and strategies, and plan appropriate support.
- To use professional judgement, in collaboration with others and with consideration of the child's home and developmental context, to distinguish where possible between those who need more supportive interactions from those who might have a medium to long term need.
- To work directly with children and their families to carry out observations and discussions, following guidance from and through collaborative working with relevant specialists such as Early Years Inclusion Officers, Speech and Language Therapists, Occupational Therapists, Health Visitors.
- To co-deliver training and model strategies to professionals and parents/carers around supporting the development and wellbeing of children with possible Special Educational Needs and/or Disabilities (SEND) and their families.

### **Partnership working and multi-agency coordination**

- To work as part of the Family Hub, colleagues in the SEND, Inclusion and Learning team, and wider local authority colleagues, to provide collaborative support for families and where appropriate, provide advice.
- To collaborate with health, SEND services, early years settings, schools, local parent groups and voluntary and community partners to facilitate access to targeted interventions and support joined-up help for families.
- To work with partners to strengthen inclusive practice locally, in line with SEND reforms.
- To liaise and work with local authority colleagues, health colleagues, statutory agencies, local parent groups and voluntary bodies to provide support to children and their families.
- To work with families and professionals to ensure a smooth transition from home into settings and settings into schools, following the guidance outlined in Rutland's Thriving Through Change project on transitions.



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### **Safeguarding, compliance, records and service improvement**

- To contribute to monitoring, outcomes reporting and service improvement activity, including parent feedback.
- To ensure that accurate and up-to-date records are maintained for every child and young person in accordance with the Children's Service Practice Standards and the QA and Performance Framework.
- To work within safeguarding and information sharing requirements, escalating concerns appropriately and contributing to risk management where needed.
- To undertake continuous professional development and share learning across the Family Hub network and wider local authority teams, contributing to workforce development on inclusion and additional needs.
- 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.
- 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. You will 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.

### **Behaviours and outcomes:**

Work collaboratively across the Early Years Inclusion Team and Family Hub to ensure a joined up, consistent service that adds value to the Best Start in Life delivery plan.

Be ambitious for children and families, championing best practice to achieve the best outcomes.



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To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.



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### JOB REQUIREMENTS

#### QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
NVQ level 3 qualification in early years, education, SEND, child development, Health or Social Care, or equivalent in a related field.	A/D
Evidence of continued learning and a willingness to undertake further training and professional development.	A/I

Desirable	Method of Assessment *
NVQ level 4 (or above) qualification in early years, education, SEND, child development, Health or Social Care field.	A/D
Trained to deliver Evidence-Based Interventions or other relevant training programmes with parents/carers and/or children.	A/I

#### EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Extensive, relevant experience of working with children with SEND and their families	A/I
Experience of direct family work and multi-agency practice	A/I
Knowledge and experience of working with multi-agencies	A/I
Demonstrable understanding of child development and of the dynamics of family relationships and attachments	A/I
Strong understanding of local SEND systems and experiences of direct work with specialist service providers	A/I
Knowledge of statutory rights related to children with disabilities e.g. The Equality Act.	A/I



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Desirable	Method of Assessment *
Experience of making visits to, and working with, children with additional needs and families in their own homes.	A/I
Experience of working across inter-agency settings, both statutory and voluntary.	A/I

### **SKILLS**

Essential	Method of Assessment *
Able to observe and assess the behaviour and interactions of children and their families	A/I
Able to plan and resource appropriate support and services and review their effectiveness	A/I
Able to undertake holistic and needs-led assessments	A/I
Ability to work as a member of a team and take responsibility for planning and managing an individual workload	A/I
Effective verbal and written communication skills in order to record and present information accurately	A/I
Good IT skills	A/I
Excellent planning, organisation and time management skills	A/I
Able to assess risk and feedback concerns to qualified staff as appropriate	A/I
Creative and flexible, with the ability to work across specialisms and adapt to changing circumstances	A/I
Able to remain calm, efficient and professional whilst working under pressure	A/I



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Desirable	Method of Assessment *
Experience and confidence in delivering Evidence-Based Interventions or other relevant training programmes with parents/carers and/or children.	A/I

### **EQUALITY AND DIVERSITY**

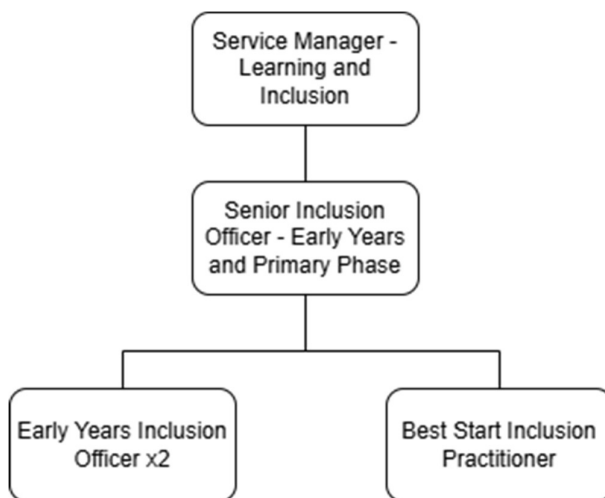
Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

### **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



**NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both**



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the original job description and amended job description to the Human Resources Department.

<b>DATE</b>	<b>CHANGE - YES/NO</b>	<b>PREPARED BY (Name &amp; Position Title)</b>
<b>01/06/2026</b>	<b>New job</b>	<b>Jenny Janes – Team Manager Early Years Inclusion</b>