

JOB DESCRIPTION



Job Title Early Years SEND and Inclusion Officer

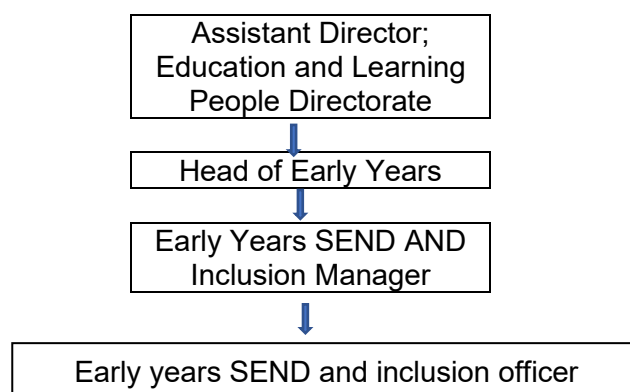
Salary 23,541 – 28,672

Directorate:	People	Section/Location:	Education & Learning Early Years Child Development Centre (CDC)
Grade/Salary Range:	BG-H	Work style:	Free

Key Objectives of the role

- To work as part of a team supporting the delivery of services to children aged 0-5 years with additional needs, their families and early years practitioners, including sessions within the centre, within family homes and in early education settings.
- To be part of the multi-professional assessment team, act as keyworker to named children and families and provide robust reports on children's developmental needs in line with the requirements of the Early Years Foundation Stage and Early Years Outcomes.
- To support families to choose appropriate educational settings and aid the transition from home to setting/school as required ensuring effective inclusion for children with additional educational needs

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To work as part of a multi-disciplinary 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 diagnoses.
- Manage a caseload of children and families, adjusting support in accordance with child and family need. arranging and/or facilitating Team around the Child (TaC)

meetings, undertaking and or supporting requests for Inclusion Funding and/or Education, Health and Care needs assessments (EHCPs) and signposting/referring to other services as appropriate.

- Maintain a range of strategies and resources to effectively engage children, parents, families, partners and communities. Ensuring risk assessments are completed to ensure the needs of the children are met and they are kept healthy and safe at all times.
- Initiate and lead planning, delivery and evaluation of groups and sessions, 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.
- To support the development of and delivery of bespoke training, mentoring and modelling for both parents, early years practitioners and early help colleagues both in and out of the Child Development Centre
- 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. To undertake risk assessments/care plans as required.
- 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.
- 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 and promoting services delivered through Bracknell Forest Early Year and Education Teams.
- 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.
- Work within established procedures for monitoring information, assessment, information sharing, confidentiality, safeguarding and health and safety, undertaking risk assessments where appropriate. To work at all times within an equal opportunities and anti-discriminatory framework.
- To work outside traditional hours as required to meet the needs of referred families.

Scope of role

The post holder will be required to visit and work in various locations around the Borough as required including making visits to family homes. Post holder will receive an essential car allowance and will be expected to hold a valid driving licence and car.

Some clients may exhibit challenging behaviour, be in distress and/or resist engagement.

The post holder is responsible for following and maintaining all policies and procedures.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

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

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	REQUIRED	PREFERRED
Skills and qualifications	<p>Educated to at least a level 3 in Childcare and Education</p> <p>Educated to GCSE A-C level or equivalent (to include Maths and English)</p>	<p>Early Years Foundation Degree Foundation degree in Working with Children with SEN Elklan training Portage training PEEP Manual Handling training Level 1 Child Protection Training Basic First Aid training Parenting programme e.g Time Out for Parents, Sleep Scotland,, NAS</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Substantial experience of working with children aged 0-5 with SEND.</p> <p>Experience of working in partnership with parents</p> <p>Able to listen to, relate to and communicate well with children and adults, and adapt communication style to meet individual needs.</p> <p>Able to work effectively as part of a team.</p> <p>Able to work on own initiative and plan and deal with conflicting priorities in organising own work schedule.</p> <p>Understanding and commitment of the requirements for safeguarding children and vulnerable adults</p> <p>Experience of working effectively with other agencies</p> <p>Knowledge of current legislation and regulation relating to early years</p> <p>The ability to use IT ,(Microsoft office)</p> <p>The ability to write clear and concise reports</p>	<p>Experience of delivering parenting programmes</p> <p>Experience of facilitating groups, child and parent, parent/carer only</p> <p>An understanding of the role of a SENCO and a sound working knowledge of the SEN Code of Practice</p> <p>Demonstrate an understanding of information sharing and the relevant guidance / legislation supporting this.</p>

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 and have their own transport.

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

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.

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

Other Work Requirements A satisfactory enhanced Disclosure and Barring Service check. This post is exempt from the Rehabilitation of Offenders Act 1974

Able to work weekends and evenings.

Able to set up and pack away the equipment for sessions which will involve some lifting and carrying.

KEY CRITERIA	REQUIRED	PREFERRED
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Role models and demonstrates the Council's values and behaviours

