

## Early Years Inclusion Specialist

### Grade 9

#### **Our Vision**

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

#### **Our Outcomes**

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

#### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well

#### **About the Service**

The Early Years team are focused on delivering a consistent, high-quality service which responds to the unique needs of early years children and their families, ensuring a focus on the crucial first 1001 days to achieve the best start in life for all. We work with Family Hubs and other partners to ensure that all children have the maximum opportunity to access their funded entitlements in high quality, inclusive settings.

We aim to:

- build respectful and professional relationships, enabling us to effectively lead, empower and upskill the early years sector.

- inspire, motivate and support practitioners and settings through challenge and change, to ensure continued quality improvement and sustainability across the sector.
- collaborate with a wide range of partners to ensure a cohesive and responsive approach to improving outcomes for our youngest children.

The Early Years Team performs key statutory duties and adheres to relevant legislation and guidance to ensure sufficiency of childcare places, promote the health, well-being, progress, and attainment of children in inclusive settings.

### **About the Role**

As an Early Years Inclusion Specialist, you will support the Early Years Senior Consultant (Inclusion) in supporting and enhancing the quality and inclusivity of early education and childcare, improving outcomes for children. Working within a defined geographic region, you will provide expert guidance, support and training to early years practitioners to foster and evaluate inclusive practices and make recommendations to meet the needs of children.

You will observe and interact with children in early years settings, advising on and modelling relevant strategies following the 'assess, plan, do, review' cycle of intervention as outlined in the SEND Code of Practice

This post is designated as a Casual car user.

### **Reporting Relationships**

**Responsible to:** Early Years Senior Consultant (Inclusion)

**Responsible for:** N/A

### **Key Accountabilities:**

1. Act as the primary point of contact for early years settings regarding SEND and inclusion matters, promoting statutory requirements, guidance regulations and responsibilities of settings in meeting the needs of children with SEND.
2. Work with Inclusion Practitioners and Early Years settings to identify children with SEND at the earliest opportunity through regular visits to observe and advise, modelling relevant strategies following the 'assess, plan, do, review' cycle of intervention as outlined in the SEND Code of practice ensuring children have the right help at the right time.

3. Provide tailored advice, strategies and recommendations to Early Years practitioners on the use and adaptation of resources, including funding and specialist equipment to ensure compliance with the SEND Code of Practice, Early Years Foundation Stage Statutory Framework, and local objectives and priorities.
4. Manage own workload to conduct appropriate observations and consultations to determine the needs of each child, developing, implementing and reviewing individual plans for children in collaboration with the setting, staff and families. Support the identification and referral process for children with SEND to appropriate services and interventions.
5. Prepare reports for Early Years Forum and report to and participate in multi-agency forums as appropriate, on the needs, support and progress of children with SEND. Maintain accurate records of interventions, assessments, transitions, and outcomes for children.
6. Work with the Family Hubs and other organisations to provide information and support for parents to help them access childcare and engage in their child's development and the support available.
7. Collaborate with families, Family Hubs, health, education and social care professionals and other partners to ensure a holistic approach to supporting children with SEND that optimises outcomes and the use of local authority resources.
8. Participate in relevant networks and forums to share effective practice and updates.
9. Contribute to the strategic planning and development of SEND policy and procedures within the local authority and collaborate as appropriate with Family Hubs and relevant partners.
10. Design and deliver training, materials, programmes and support for early years practitioners to enhance their skills, understanding and implementation of SEND and inclusive practices, evaluating effectiveness and updating to meet emerging need and encouraging a culture of continuous improvement. Link with national, regional and local campaigns as appropriate.
11. Monitor, track and report (verbally and in writing) on the progress of children with SEND to ensure they are receiving the right support and making expected progress.

12. Support smooth transitions for children with SEND both within Early Years settings and in the move to school. Develop and implement transition plans and visits to ensure continuity of support and provision.
13. Contribute to the preparation of bids, reports, and communications under the direction of the Improvement and Inclusion Locality Lead.
14. Contribute to effective governance across the Early Years team including the Risk Register, data protection, governance groups and information assets in line with all relevant legislation and internal guidance.
15. Deliver in line with Early Years KPIs, outcomes, frameworks and initiatives, identifying areas of effective practice.
16. Undertake continuing professional development including current research and best practice in early years as SEND provision and disseminate this knowledge to practitioners as appropriate.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.








**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**

A = Assessed at Application  
 I = Assessed at Interview  
 T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p><b>Qualifications/Professional membership</b></p> <p>Educated to Level 6 (e.g. degree level) or equivalent experience in a relevant field</p> <p>Demonstrable commitment to relevant continuing professional development</p>	<p>A</p> <p>A</p>
    	<p><b>Knowledge and Experience</b></p> <p>Experience as a SENCo with successful experience of supporting practitioners to promote effective inclusive practice and positive outcomes for children and ensuring compliance with relevant legislation</p> <p>Knowledge of relevant curriculum, legislation and policy affecting Early Years policy and practice</p> <p>Comprehensive knowledge of the Early Years Foundation Stage Statutory Framework, and SEND Code of Practice and Working Together to Safeguard Children 2023</p> <p>Knowledge of child development and Early Years pedagogy</p>	<p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p>
    	<p><b>Skills</b></p> <p>Excellent communication and interpersonal skills, including verbal, written, report writing and listening skills</p> <p>Strong teaching/modelling and training skills to share effective practice</p> <p>Self-motivated, organized and detail-oriented</p> <p>Adaptable, able to manage change and remain flexible to the needs of the service</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p>

	Able to work collaboratively with a creative approach to problem solving	I
	Commitment to improving outcomes for children and young people	A/I
	Committed to Inclusion and the principles of equality and diversity	A/I
	Willingness to undertake continuous professional development	I
	Competent in using a range of O365 applications	A/I
	Ability to travel as required within the local authority area	I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**