

## Kent County Council

### Job Description: SEND Support & Inclusion Practitioner – Early Years

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<b>Directorate:</b>	<b>Children, Young People &amp; Education (CYPE)</b>
<b>Unit/Section:</b>	<b>Special Educational Needs and Disability (SEND)</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>SEND Support &amp; Inclusion County Co-ordinator – Early Years</b>

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

To work alongside Early Years settings by providing strategies and bespoke advice; modelling and coaching practitioners to develop their confidence in supporting children with a range of Special Educational Needs and Disabilities within mainstream settings. This will enable children to make progress and fully access the EYFS within a mainstream environment.

#### **Main duties and responsibilities:**

- To develop and disseminate good inclusive practice within EY settings.
- To plan and manage case lists of children and settings.
- Autonomy in delivering advice and focused interventions and setting targets within the early years setting.
- To coach and model ways of working and advise on strategies
- To support the delivery of differentiated quality teaching and learning for individual children and groups of children, with complex needs.
- To support the setting to monitor children's development by tracking their progress in relation to the EYFS
- To provide guidance to EY settings regarding a range of resources that will support and encourage learning to take place.
- To create notes of visits to share information with EY settings and other professionals following interventions.
- To support individual transitions between settings where appropriate.
- To attend and participate and agree packages of support in EY Professional Resource Group meetings.

- To attend multi agency meetings as appropriate.
- To deliver and support training delivery where appropriate to do so.
- To recommend improvements to working practices where appropriate to do so.
- To meet with parents of children being supported, to share ideas and offer advice.
- Liaising with other professionals to ensure a holistic, joined up approach to support children.
- To signpost, for more support when it is appropriate to do so.
- To be responsible for managing a case list of settings. To diarise appointments and share records of visits in a timely manner.
- Undertake continuous professional development for this post, developing further the required specialist knowledge, skills, and expertise in SEND in Early Years.
- To robustly maintain local authority databases including Synergy on a 'live' basis, ensuring all records are kept up to date and accurate ensuring that any errors are corrected to ensure a high level of data quality.
- The post holder must carry out their duties in accordance with the KCC Equal Opportunities and Diversity Policy Statement, the Children's Safeguards Policy and the Health and Safety Policy.
- The deployment of the post holder will be within a designated district or area and may, at times, be in other districts or occasionally on an out of county basis.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: SEND Support & Inclusion Practitioner - Early Years

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to a minimum of NVQ level 3 in Childcare or equivalent appropriate qualification</li><li>• Hold Maths &amp; English Grade 4 to 9 or GCSE Grade C or above, or equivalent.</li><li>• This role is subject to a Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working in pre-school settings, in implementing the SEN Code of Practice, and in supporting other setting practitioners in developing strategies to enable them to meet the educational needs of pre-school children with Special Educational Needs and Disabilities.</li><li>• Experience of working with young children with SEND and implementing programmes and advice from Specialists.</li><li>• Experience of working with children displaying a wide range of special educational needs.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Effective interpersonal skills and objectivity of approach in working with EY providers, other professionals, and parents/carers to ensure appropriate and confident challenge, influence, and support as necessary with a view to improving outcomes for children.</li><li>• Ability to apply child development, understanding of the needs of children with SEND, and the Code of Practice to individual children in settings and across the early years system.</li><li>• To understand the graduated approach within settings and ability to implement good universal practice.</li><li>• Good organisational skills and the ability to work independently and as part of a team with a minimum of</li><li>• direct supervision, taking responsibility for the achievement of agreed objectives and targets.</li><li>• The ability to communicate at all levels across professional disciplines using the full range of appropriate media and presentation skills as required.</li><li>• Commitment to equalities and a respect for diversity.</li><li>• Can do approach and attitude.</li><li>• Ability to use Microsoft Outlook, Word and Excel.</li></ul>

	<ul style="list-style-type: none"> <li>The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential. The role requires you to be mobile throughout a wide operational area around the county of Kent to ensure attendance at disparate meeting locations that are not readily serviced by the public transport system.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Good understanding of current SEN legislation and its application within the context of Kent, especially from an early year's perspective.</li> <li>Knowledge of the Children and Families Bill (Part 3 – SEND Code of Practice) 2014 and the implications for supporting vulnerable children and young people, including preschool children.</li> <li>Knowledge of the Equalities Act and recent legislation for Early Years and SEND.</li> <li>Knowledge of child development and provision of services available to pre-school children.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>