

## Kent County Council

### Job Description: *Special Educational Needs Inclusion Funding (SENIF) Practitioner*

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<b>Directorate:</b>	<b>Children, Young People &amp; Education</b>
<b>Unit/Section:</b>	<b>Special Educational Needs and Disability (SEND)</b>
<b>Grade:</b>	<b>KR6</b>
<b>Responsible to:</b>	<b>SENIF Lead Practitioner</b>

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

To support, model and advise maintained and Private, Voluntary, or Independent (PVI) Settings in receipt of Special Educational Needs (SEN) Inclusion Funding (SENIF). Support settings to implement personalised plans, advice and programmes provided by professionals to enable children to make progress and fully access the Early Years Foundation Stage (EYFS). To enable settings to monitor the impact that SENIF has on children's learning.

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

- To develop and disseminate good practice in relation to settings in receipt of SENIF.
- To support the setting to monitor children's development by tracking their progress in relation to the EYFS e.g., Kent Progress Tracker.
- To model ways of working and advise on strategies recommended by the Early Years (EY) Specialist Teacher.
- To provide guidance to EY settings regarding a range of resources that will support and encourage learning to take place.
- To support the delivery of differentiated quality teaching and learning for individual children for settings in receipt of SENIF.
- To support individual transitions between settings where appropriate.
- To support settings to monitor the impact that the SENIF has on children's learning.
- To work alongside Specialist Nursery Managers to support children's development and transitions.
- To attend and participate in relevant meetings as appropriate, including Multi-Agency Planning meetings (MAP)

- 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 area and may, at times, be on an out of county basis.

Footnote: This job description is provided to assist the job holder to know what their 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: *Special Educational Needs Inclusion Funding (SENIF) Practitioner*

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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 NVQ level 3 in Childcare or equivalent appropriate qualification (including at least GCSE Mathematics &amp; English grade 4 to 9).</li><li>• EY SENCo training has been undertaken.</li><li>• 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 setting practitioners in developing strategies to enable them to meet the educational needs of pre-school children.</li><li>• Experience of working with children with SEN, implementing programmes and implementing advice from Specialists.</li><li>• Experience of working with children displaying different 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>• 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><li>• Good organisational skills and the ability to work independently and as part of a team with a minimum of direct supervision, taking responsibility for the achievement of agreed objectives and targets.</li></ul>

	<ul style="list-style-type: none"> <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> </ul>
<p><b>KNOWLEDGE</b></p>	<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. Knowledge of the Equalities Act and recent legislation for Early Years and SEND.</li> <li>• Knowledge of child development and provision of services to preschool children.</li> </ul>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<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  <b>Curious</b> - constantly learning and evolving  <b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all  <b>Working Together</b> - building and delivering for the best interests of Kent  <b>Empowering</b> - Our people take accountability for their decisions and actions  <b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>