

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Early Education and Childcare SEND Adviser

Children and Young People's Service, People's Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

Working within the Children and Young People's Service as part of the Early Years Team, to:

- Provide support and challenge to a range of early years PVI settings, Maintained Nursery schools and childminders to promote equality and inclusion for people with Special Educational Needs and Disabilities.

Accountable to:

This role is accountable to the Early Years Lead responsible for the direct line management of the Early Education and Childcare service and sits within Children and Young People's Directorate in West Northamptonshire Council.

Responsibilities:

The SEND adviser will:

- work with childcare providers (non-domestic and domestic) to ensure that there is high-quality expertise within the workforce to support all children within the relevant statutory legislation and frameworks
- continually review, monitor and assess the quality of practice and provision for children with SEND, identifying areas for development and setting targets for improvement resulting from external Ofsted inspection, local performance reviews and requests for support
- work closely with childcare providers, schools and the PVI sector to promote better partnership working within the sector to ensure smoother transitions for children moving into reception classes with a particular focus on those pupils with SEND.
- provide support, advice and guidance to empower Early Years SENDCos and practitioners to identify children's needs early.
- ensure that children are fully included, able to realise their potential and achieve their aspirations following a graduated approach in line with the SEND Code of Practice.
- link with key partners both internal and external, to deliver training linked to need as identified through visits, local intelligence, Ofsted reports etc.
- support the senior adviser with the direct delivery of identified training sessions , network meetings and Forums with the aim of raising and maintaining high standards within the early education and childcare sector and to enable providers to meet their statutory requirements.
- sit on the early years targeted support funding panel and to quality assure how that funding is utilised.
- contribute to communications with the sector through newsletters, network meetings, cluster meeting to ensure that up-to-date information linked to SEND is disseminated in a timely manner.
- Complete visits to settings, conduct child observations and offer advice and guidance regarding strategies, SEND processes and funding
- work closely with partner agencies to co-ordinate collaborative working practices for sector support
- work closely with Early Help, Partner Agencies and Local Authority Officers to ensure that all safeguarding related issues (LADO, MASH, etc.) are acted upon appropriately in line with Local Authority policy and procedure and Ofsted compliance.
- ensure that all communication, team working, and report writing is effective accurate and to a high standard for the audience intended.
- maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems and applications

- actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
- demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Excellent numeracy, analytical, interpretative attention to detail.	E	A, I
Excellent Word & Excel skills at intermediate level – developing databases and spreadsheet	E	A, I
Must be able to establish effective communication across a myriad of channels. Must have good written communication skills and be able to work effectively without direct supervision.	E	A, I, P
Experience of working with a fast changing, dynamic environment.	D	A, I

Knowledge:	Essential / Desirable	Measured by
Knowledge of working within a local government setting and/or childcare settings and working with key stakeholders	E	A, I
Knowledge of statutory guidance and of the Ofsted framework and safeguarding processes and procedures	E	A, I
Knowledge of the SEND Code of Practice 0-25 and its implementation within a setting	E	A, I, P
Up to date knowledge of current developments in early education and childcare	E	A, I, P
Excellent understanding of the needs of children and families, particularly those deemed most vulnerable.	E	A, I, P
Good knowledge of early intervention services and support	E	A, I
Excellent understanding of the Ofsted Inspection framework, the Early years Foundation Stage and the Ofsted childcare registers	E	A, I

Relevant experience:	Essential / Desirable	Measured by
Extensive experience of working within the early years and childcare sector	E	A, I, P
Extensive experience working with children with additional needs in an early years setting or within early years support services	E	A, I, P

Substantial experience of delivering a specialist advisory service within a large complex organisation with expert technical and professional knowledge and experience	D	A, I, P
SEND strategic leadership within a setting	D	A, I, P
Experience of establishing strong working and effective relationships across numerous stakeholder groups.	E	A, I, P
Proven track record of developing strong working relationships across numerous stakeholder groups.	E	A, I
Successful experience of exercising professionalism	E	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree or equivalent professional qualification in Early years and/or childhood	E	A, D
Good Level of Literacy and Numeracy (GCSE 4-9)	E	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include:

[For example. Enhanced Disclosure and Barring Service check, Disqualification for Caring for Children (Education), Overseas Criminal Record Checks, Prohibition from Teaching, Professional Registration.

Day-to-day in the role:

Hours:	37 hours	Primary work base:	One Angel Square
Job family band:	PS07	Worker type:	Flexible
Salary range:	£36,734-£39,278	Budget responsibility:	N/A
People management responsibility:	0		

Working conditions & how we work:

As part of the role, you will be expected to be out engaging with the sector, however there will also be times where you will be required in the office to attend meetings and to meet as part of the management team.

This role has been identified as a flexible worker type; this means that you will be able to carry out the majority of your work remotely. You will come into the office for meetings but have a strong reliance on IT/virtual tools

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

