

Job Description

Job Title: Early Years SEND Adviser

Salary: £27,344 pro rata

Overall purpose of the job

- To support the development of settings to increase their capacity to provide inclusive and appropriate education for children with Special Educational Needs and Disabilities (SEND).
- Monitor children in receipt of SEN Inclusion Funding (SENIF) and support providers in using the funding to support children's outcomes.

Main accountabilities

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1.	Early Years SEND support <ul style="list-style-type: none"> • Contribute to the process of administration and decision making of the Early Support Pathway and SENIF applications from providers. • Carry out reviews of SENIF and make recommendations on how to use the funding in the best way to support the child. • Monitor the use and impact of the SEND Pathway and the difference it makes to children, families and staff • Work and liaise with the Early Support Team and Early Years SEND Business Coordinator
2.	Partnership working <ul style="list-style-type: none"> • Develop and sustain effective working partnerships with all agencies involved in services for early years and childcare, children and families. • Work collaboratively in the community with Child and Family Centres, schools and settings to support effective SEND practice and a sector led model of improvement, for example around transitions • Promote and support EY practitioners in partnership working, where a multiagency approach is required for a child and family
3.	Quality Differentiated Practice <ul style="list-style-type: none"> • Provide differentiated SEND support to registered EY providers through visits, virtual support and networks. • To monitor the use of resources and funding and promote early identification to raise achievement for all children, especially children with SEND • Support designated Setting SEN Coordinators (SENCOs) to identify and disseminate examples of good and effective practice and peer support, empowering settings to be self-sufficient, for example through networking. • Use management information to identify, set and broker priorities
4.	Training and Consultancy <ul style="list-style-type: none"> • To deliver specialist training and charged bespoke packages, based national and local SEND priorities • Work flexibly in order to meet the needs of the Early Years and Childcare sector: this may include some evening and weekend work.
5.	Professional Development

	<ul style="list-style-type: none"> Identify personal and professional development needs relevant to the role. Maintain up-to-date knowledge of current legislation, national guidance, local policies and research, especially around SEND. Ensure that all areas of work comply with the Council's policies on equality, inclusion and anti-discriminatory practice. Undertake any other duties as determined by the manager, appropriate to the grade of the post
6.	General <ul style="list-style-type: none"> Demonstrate an awareness and understanding of equality, diversity and inclusion.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
 We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
Full level 3 qualification	Early Years	E
Award / Unit	Special Educations Needs 0-5 years	D
Degree or equivalent in a relevant	Early years and childcare subject or equivalent	D

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

Identify	Describe	Essential/ Desirable
Knowledge		
Statutory Guidance and Legislation	Have a good understanding of recent statutory guidance, national legislation around early years and SEND that impacts on the sector.	E
Early Years Foundation Stage and SEND Practice requirement	In-depth knowledge of the Early Years Foundation Stage and child development 0-5 years and what constitutes inclusive good SEND practice.	E
Funding and resource support for early years providers with children with SEND and monitoring of its use	Have knowledge about different funding streams and their criteria for spend, such as SENIF, Disability Access Fund and monitor its use and interphase with Education Health Care Plans	E
Skills		
Support and Challenge	Ability to use knowledge and experience to challenge settings to meet Ofsted	E

	requirements and SEND Code of Practice and provide differentiated and graduated support	
Multi agency working	Builds rapport outside the team, involves all relevant parties across functions. Ability to identify situations which may need additional specialist support or multi-agency working for children, families or a whole setting	E
Different types of early years and childcare settings	Working knowledge and experience of a range of different types of early years and childcare settings and what constitutes good inclusive practice.	E
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Post qualification work experience	Post qualification work experience with children in the Early Years Foundation Stage and experience of identifying and supporting children with additional needs	E
Cross sector multi agency working	Experience of cross-sector multi-agency working (setting or child focused)	E
Data analysis and tracking	Understanding and experience of data analysis and child tracking.	E
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	
Safeguarding (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks ✓

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid ✓	Field	Remote	Mobile
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