

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

## Best Start Inclusion Practitioner

### Family Hubs Service, Children's Services

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.

### **Purpose and impact:**

The Best Start Inclusion Practitioner (BSIP) provides direct, flexible and early support to infants and young children aged 0–5 with emerging or additional needs and their families across West Northamptonshire.



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The role focuses on early identification, inclusive practice and improving developmental outcomes through close partnership working across Best Start Family Hubs, health, early years, SEND and Inclusion services and the voluntary and community sector (VCS).

The BSIP complements existing early years and SEND roles and does not duplicate statutory functions. The postholder will provide short-term, practical support and guidance, helping families to understand local pathways and access timely help, holding small case loads without holding long-term caseloads or providing formal case management.

The role will sit in one of the Family Hubs and will be the named Best Start Inclusion Practitioner for a named Family hub/s. Best Start Inclusion Practitioners will be easily accessible and visible to families and will spend the majority of their time in hubs (in drop-in sessions, appointments, group activities and other hub-based activity) network sites and home visits.

### **Accountable to:**

This role is accountable to one of the Senior Family Hub Practitioners. The role sits within one of the Family hub teams and is part of Children's services in West Northamptonshire Council.

### **Responsibilities:**

1. Identify emerging additional needs in infants and young children using observation, discussion with families and professionals, and evidence-based screening and observation tools (including ELIM, EYFS progress checks and health review insights).
2. Provide practical, short-term interventions that strengthen inclusion and responsive caregiving, modelling inclusive practice for families and practitioners and deliver or contribute to inclusive activities within Best Start Family Hubs, such as sensory stay and play, drop in sessions for advice and information and targeted developmental sessions.
3. Build trusting, strengths-based relationships with families, listening to concerns and supporting informed decision-making and offer light-touch guidance on local pathways, services and support available in West Northamptonshire, including SEND, health, early years and community provision.
4. Work closely with Family Hub team and wider Best Start for Life services to ensure coordinated, joined-up support and through this signpost families to trusted voluntary and community sector organisations, peer support networks and local services, including support for families with complex needs.
5. Working collaboratively with partners (early years settings, health visiting, speech and language therapy, educational psychology, occupational therapy, Area SENCOs, Designated Social Care Officers (DSCOs) and Designated Clinical Officer (DCO) to; promote and embed inclusive practice across Best Start Family Hub service areas, including home learning environment, parenting, perinatal mental health, infant feeding and parent carer participation to ensure that there is a more joined up early identification and support for children with additional needs.
6. Support effective transitions into early years provision and school, sharing relevant information appropriately to promote continuity and confidence for families.
7. Contribute to building confidence and capability across the Best Start Family Hub and early years workforce in early identification, inclusion and child development and support

alignment with the SEND reforms, Start for Life priorities and emerging local pathways in West Northamptonshire.

8. To work with families and early years settings to support access to entitled benefits and financial support, including Disability Access Fund (DAF), additional early years funding, childcare entitlements and other incentives such the Healthy Start Scheme. Support the development, delivery and promotion of a clear Best Start Family Hub SEND offer for children aged 0–5, within hub locations, aligned with the West Northamptonshire’s SEND local offer and help to build confidence and capability across the Best Start Family Hub and early years workforce in early identification, inclusion and child development.
9. Engage in co-production with children, parents, carers, voluntary and community sector partners and system stakeholders to ensure the baby, child and family voice is heard.
10. To 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. Use of FH case management system to securely add information about families to ensure records are up to date and families do not have to repeatedly tell their story.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. 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
Ability to observe, assess and respond sensitively and effectively to children's developmental needs.	Essential	A,I,
Confident communicator, able to explain pathways, processes and support clearly and accessibly.	Essential	A,I,
Ability to work flexibly across multiple settings and adapt support to local need.	Essential	A,I,
Strong professional judgement, reflective practice and problem-solving skills.	Essential	A,I,
Ability to promote inclusive practice and model evidence-informed approaches.	Essential	A,I,
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.		A,I,D

Knowledge:	Essential / Desirable	Measured by
Experience of delivering or supporting short-term interventions or group-based activities for children and families.	Desirable	A,I,
Familiarity with tools and approaches such as ELIM, Portage or similar evidence-based models.	Desirable	A,I,
Experience of working in Family Hubs, Children's Centres or integrated family help services.	Desirable	A,I,
Knowledge of the Best Start Family Hubs programme and SEND reform agenda.	Essential	A,I,D

Relevant experience:	Essential / Desirable	Measured by
Sound understanding of child development from birth to five years.	Essential	A,I,D
Knowledge of early identification of additional needs, including SEND and neurodiversity.	Essential	A,I,D

Experience of working directly with children and families using a strengths-based, inclusive approach.	Essential	A,I,
Experience of multi-agency working across early years, health, SEND or related services.	Desirable	A,I,
Understanding of local SEND systems and early years pathways, or the ability to develop this quickly within West Northamptonshire	Desirable	A,I,

<b>Education, training and work qualifications:</b>	Essential / Desirable	Measured by
Level 3 qualification or above in early years, education, health, SEND, child development or a related field.	Essential	A,I,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**

Enhanced Disclosure and Children's and Adults Barring Service check

## Day-to-day in the role:

<b>Job family &amp; salary band:</b>	Care and Welfare 5	<b>Worker type:</b>	Fixed
<b>People management responsibility:</b>		<b>Budget responsibility:</b>	N/A

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

### Working conditions & how we work:

The role holder will be based at one of the family hub bases and will provide services and activities across the family hub network. The post does require the post holder to self-manage and arrange their own workload. Much of the work will be carried out in the community and some lone working will be required. The majority of the work will be carried out Monday to Friday, however to meet the needs of all families the family hub programme may extend to evenings and weekends. There will be the requirement to travel independently between locations and therefore access to transport and a valid drivers' licence will be a requirement.

The role will be a fixed worker type which means the post holder will be based work from a Family Hub. For example: This role has been identified as a fixed worker type, this means that you will work at specific locations i.e. Family Hubs.

## 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.

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

Should you require this document in another format or language, please  
contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)

# 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.

