

## JOB DESCRIPTION

<b>Job Title</b>	Early Years Inclusion Adviser		
<b>Directorate</b>	Children & Family Services		
<b>Reporting to</b>	Early Years Area SENCo Advisory Teacher or equivalent		
<b>Grade</b>	10		
<b>Evaluation ref:</b>	AG1217	<b>Job Family ref:</b>	PRC10
<b>Role purpose</b>			
Responsible for ensuring the development and effectiveness of inclusive Early Years education and childcare provision across Somerset in relation to SEND.			
<b>Responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Challenge and support Early Years settings to respond and meet the needs of all children in their care in an inclusive way throughout the year including school holidays. Reporting concerns to the Early Years Area SENCO and Senior Managers.</li> <li>2. Responsible for supporting and challenging settings and childminders that are underachieving and vulnerable with a focus on narrowing the gaps for vulnerable children, to enable them to achieve in line with their peers.</li> <li>3. Ensure that the safeguarding of children and young people who use the service is secure and that staff understand their safeguarding responsibilities.</li> <li>4. To challenge, support and monitor the effectiveness of all Early Years setting's inclusive practice adhering to current statutory legislation for vulnerable children aged 0-5 years such as SEND Code of Practice and Equality legislation. Report any concerns to the Early Years Area SENCO and Senior Managers.</li> <li>5. Support Early Years settings to adapt their practice for young children to achieve the best possible educational outcomes and assist SENCOs to implement a robust graduated approach to early identification, intervention and assessment of need. Refer more complex cases to the EYs Area SENCO.</li> <li>6. To model good practice by working 'hands-on' with practitioners in the pre-school and nursery settings.</li> <li>7. To provide advice and support to Early Years settings in their implementation of the graduated response within the SEN Code of Practice.</li> <li>8. To be proactive in promoting multi-agency partnership working as best practice, through integrated shared processes and transition into school.</li> <li>9. To organise, monitor and manage a caseload of allocated Early Years children needing additional support and interventions. This will include supporting the Portage Service with more complex cases during the summer holidays and undertake joint visits with them.</li> <li>10. Responsible for promoting the early identification of children with additional needs and co-ordinate services to address unmet needs through the co-</li> </ol>			

## JOB DESCRIPTION

- ordination and chairing of Team Around the Child meetings. Negotiate commitments and solutions on behalf of Somerset Council with other Agencies, providers, and professionals to provide cost effective solutions.
11. Lead on the development of appropriate SEND support for childminders within Somerset. Be the named key contact for childminders.
  12. Lead providers to build confidence in leading their preschool entry planning and Team Around the Child and other SEND processes.
  13. Lead step-down process for all children with SEND where relevant, identifying most appropriate professional to take key worker role.
  14. Be the first point of contact for the parents/carers during the school holidays. Meet with the admissions team weekly during the school holidays where new families come into Somerset or where there are concerns about a child taking up their offer of a placement in school. Meet with the families to discuss school placement.
  15. Respond to requests for support from parents and settings, including visits to settings. Work with other teams to offer support group sessions with parents with a focus on reducing and supporting parental concerns, requesting areas of the statutory processes, transitioning into school or other provision, sharing/finding solution for the day-to-day issues at home.
  16. Proactively track and support, in a key worker type role, vulnerable children and families with identified SEND needs or emerging SEND needs. This would specifically include those at risk of not transitioning successfully into a school setting. This could include throughout the year including school holidays: Check in phone calls, e-mails, texts; visits to the home; liaison with other professionals such as SEND Statutory Team, Health colleagues, offering group sessions and support for attendance.
  17. Attend Team Around the Child meetings, annual reviews throughout the year including school holidays and SEND Statutory Panel. Contributing to statutory advice as requested by the SEND Statutory team.
  18. Contribute to Local authority initiative which continue throughout the year.
  19. Develop and deliver training, collaborating with others as appropriate, in response to needs and to raise the quality and effectiveness of inclusive practice.
  20. Work in partnership with colleagues in Education, Health, and Social Care to secure a holistic service for children and families. Triage all enquiries via email and telephone to the appropriate officer within SEND Advisory Services.
  21. Lead with the promotion of the Early Years SEND Advisory Services by updating and maintaining service information and systems, including the SSE website and other public facing literature, e.g., Somerset Choices, Local Offer etc.

## JOB DESCRIPTION

22. To support the Service Manager with all quality assurance and stakeholder evaluation processes.
23. To keep informed of current research and how it affects current professional practice and to disseminate as appropriate.
24. To undertake other duties appropriate to the grade and nature of the post.

### Impact

#### Contacts & Relationships

This role requires a wide range of contacts to ensure the effective and efficient operation of the service and the effective delivery of outcomes for children, including:

- Engaging with families and securing their commitment to programmes.
- Engaging with Early Years settings and schools in Somerset to offer support, advice, and guidance.
- Contact with senior and other members of staff within the service, to pass, share and receive information relating to caseloads and specific client issues.
- Close liaison with the Educational Psychologist, Area SENCO, ITS professionals, Health Visitors, Education Relationship Managers, and other agencies and services.
- Contact and on-going engagement with Somerset Council colleagues to ensure council vision and values are met.

#### Resources

There is no budgetary responsibility.

### Knowledge / Experience / Skills

	Essential	Desirable	
<b>Knowledge</b>			
Evidence of providing advice to early years providers to improve practice and ensure positive outcomes for vulnerable children and families.	E		
Evidence of implementing statutory requirements, and organisational procedures and policies, and reporting on their effectiveness.	E		
Sound professional knowledge and experience in the assigned field of activity and demonstrable commitment to expanding knowledge and skills in the assigned area of practice.	E		
Clear understanding of the importance of transition to school for early years children and knowledge of how best to support children,	E		

## JOB DESCRIPTION

families and early years providers in the lead up to the transition period, particularly those with SEND.			
Clear knowledge and understanding of the relevant legislation pertaining to Children with SEND and their families, including the Children and Families Act and the subsequent SEND Code of Practice, and the Equality Act. Able to handle sensitive and confidential data and information and to process these to produce written reports and statements.	E		
Evidence of managing change within a service.		D	
Evidence of supporting with quality assurance processes.		D	
Awareness of Somerset Council policies and procedures.		D	
<b>Experience</b>			
Recent experience of a management role in an early years setting or being in a SENCO role.	E		
Experience acting as the key contact for parents.	E		
Recent experience of working with Children and Young people (CYP) with SEND and their families.	E		
Experience of providing a forum for parents to discuss concerns, request information, advice and support.	E		
Experience of acting as an advocate for children and their families with regards to ensuring they receive the correct support.	E		
Experience of effectively engaging with a variety of other teams and professionals in a multi-disciplinary environment.	E		
Involved in delivering training to early years and/or teaching staff.	E		
Experience of working successfully on complex issues and the development of strategic direction.	E		
Proven, positive multi-agency working and good working relationships across organisations.	E		
Experience of the following: • Case management • Presenting information to senior managers	E		
Experience acting as the key contact for early years providers and relevant organisations.		D	
Experience of supporting successful transitions for children with SEND into school.		D	

## JOB DESCRIPTION

Experience of developing and delivering representational and communication activities that successfully deliver key messages to the public and internally.		<b>D</b>	
Experience of producing and analysing statistical information and taking relevant action.		<b>D</b>	
Experience of the following: • Mediation and negotiating • Representation in legal proceedings • Budget management		<b>D</b>	
<b>Qualifications / Registrations / Certifications</b>			
Relevant Degree or Professional Qualification in Early Years.	<b>E</b>		
English and Maths to at least GCSE standard or equivalent.			
National Level 3 SENCO Award qualification or equivalent		<b>D</b>	
<b>Skills</b>			
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	<b>E</b>		
<b>Working Conditions</b>			
<b>Working Arrangements</b>			
Somerset Council's dynamic Working Strategy will be applied to this position.			
<b>Corporate Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.</li> <li>• Deliver the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.</li> </ul>			

Date: 3<sup>rd</sup> July 2024