

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	SEND Early Years Support Teacher
<b>Grade</b>	MS/UPS + SEN Allowance
<b>Service</b>	SEND Support Service
<b>Reports to</b>	SEND 0 to 5 Team Leader
<b>Location</b>	Various sites around the city
<b>Job Evaluation Code</b>	



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role / Output

- To enable families and early years' practitioners to meet the needs of children with the full range of complex special educational needs and disabilities from birth through to reception; by modelling and coaching best practice;
- To provide a framework of support for an allocated caseload of preschool children with high needs, which enables them to access their entitlement to mainstream nursery education and support their transition to school;
- As part of the SEND Early Years team, to contribute to a comprehensive training programme for early years settings as and when required

## Main Duties & Key Accountabilities

### Core Knowledge

- Through the effective management of an allocated caseload, provide evidence-based assessment, targeted intervention, monitoring and review of progress against early years developmental targets for the individual child
- Develop strong relationships with parents and carers built on trust, thereby enabling families to confidently support their child's development within the home and community setting
- Work collaboratively both within the team and with other professionals across the 0 to 25 integrated service and wider agency support framework, including Family Hubs, Health, Social Care, Early Years settings and schools; to secure positive outcomes for children in readiness for school
- Deliver high quality teaching and advice, model best practice and coach staff within educational settings to confidently and capably implement required strategies and interventions.
- Support other professionals in developing inclusive practice and advise on appropriately differentiated curriculum access
- Support small group activities or parent groups organised and delivered by the service
- To evidence measured progress and impact of service delivery on the individual child and as a service overall
- Ensure timely and accurate record keeping, in accordance with the Councils and Service requirements
- Attend and contribute to CAF meetings as required
- Support the process of statutory assessment thorough the provision of high-quality assessment advice
- Champion for children and their families in securing a full educational entitlement
- Support the development and delivery of training both within the service and as part of the overall training offer to early years and school settings
- Support the development and delivery of training programmes and workshops for parents/carers
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Children and young people, parents/carers Schools and EY settings Health	<b>Internal</b> Service areas in Childrens Services e.g.: Social Care, Family Hubs, Coventry SEND Support Service MASH
---	---

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Substantial and recent experience of working with children with SEND and parents in the Early Years Foundation Stage	
Evidence of enabling the achievement of children with SEND	
A secure knowledge of the Early Years Foundation Stage and child development 0 to 5 years	
A secure knowledge of the requirements of Part 3 of the Children and Families Act, specifically the statutory guidance - SEND Code of Practice	
A secure knowledge and understanding of the Equality Act, in relation to the statutory duties on early years settings and schools, including a presumed entitlement that children with SEND should be included within a mainstream setting.	
Knowledge and experience of the needs of children with severe and complex learning difficulties and disability including autism, severe and profound learning disability and complex developmental delay	
A working knowledge of the system demands placed on early years settings and schools, including the relevant OFSTED frameworks	
A working knowledge of Early Help Assessment	
Current working knowledge of the range of specialist equipment and resources available to support children with complex SEND	
<b>Skills and Abilities</b>	
Excellent social and communication skills, demonstrated at all levels of interaction including children, parents/carers and professionals	
Ability to develop trust and strong partnership relationships with parent/carers	
Excellent personal organisation skills	
Ability to work with and assess children from birth to 5, with a range of additional needs	
Ability to deal with and support others in highly stressful and emotional situations	
Ability to use manual handling techniques appropriately when working with vulnerable children, adhering to risk assessments	
Ability to develop and deliver effective training, advice and support	
Ability to coach and mentor parents/carers and professionals	
Ability and skills to work collaboratively and effectively with multi-disciplinary and multi-agency partners	
Proven ability to assess need, plan interventions, track progress and review	

<b>Experience</b>
Direct experience of successful teaching within the foundation stage
Experience of teaching children with SEND in either a mainstream or specialist setting
Experience of successfully coaching and mentoring parents and professionals to enable them to confidently support children with complex need thereby building capacity
<b>Qualifications</b>
Qualified Teacher status
An additional level 4 -7 qualification in SEN or significant relevant experience
<b>Special Requirements</b>
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

<b>Date Created</b>	May 2022	<b>Date Reviewed</b>	April 2024
---------------------	----------	----------------------	------------