

Job Description and Person Specification

Early Years Specialist Practitioner

Job Details	
Grade	5
Service	SEND Early Years Team
Location	Educational settings across the city
Job Evaluation Code	

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To support the inclusion of early years children with complex needs in mainstream schools and settings. Working with staff in schools/settings to support children with complex needs. Providing rapid response to schools and settings for early years children with significant social and emotional needs</p>

Key Responsibilities and Accountabilities

Work in partnership with specialist teachers to plan the delivery of 1to 1 interventions for children in mainstream schools and settings Planning, delivering and reporting on 1to 1 interventions

Work with specialist teachers within the team to produce reports for schools and settings to include strategies and next steps

Manage timetable/blocks of work to ensure efficient use of time

Model strategies to early years practitioners to support early years children with complex needs

To upskill Parents/Carers to enable them to have a better understanding of their child

To model resources and provide examples for groups and individual pupils

To keep up-to-date records of all groups and individual sessions

Model strategies relevant for pupils with social and emotional needs

Liaison and communication with teaching and support staff, parents and external agencies and professionals as appropriate to exchange information on individual pupils

To attend team meetings and supervision sessions

To contribute to Service development, for example, resource allocation discussions

Participate in personal and professional development activities and attend training relevant to meet the changing demands of the post

Key Relationships

<p>External:</p>	<p>Children and young people, parents/carers Schools and other educational settings Health</p>	<p>Internal:</p>	<p>Service areas in Children's Services e.g.: Coventry SEND Support Service Social Care Virtual School (for children in care) Statutory Assessment and Review Team Family Hubs</p>
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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.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	A proven understanding of the needs and characteristics of early years children with complex needs including social and emotional needs and cognitive delay
Knowledge	A proven understanding of the difficulties likely to be faced by early years children with complex needs accessing mainstream provision
Knowledge	A proven understanding of strategies and resources that will support early years children with complex needs
Knowledge	Knowledge and understanding of interventions that can promote an inclusive learning environment for early years children
Knowledge	A proven understanding of the role adults play in supporting early years children with complex needs
Knowledge	An understanding of equal opportunity issues and an awareness of what this involves, e.g. being able to communicate with people from minority groups, people with disabilities
Knowledge	A good knowledge of the Early Years Foundation Stage
Knowledge	A broad knowledge of child development
Knowledge	Working knowledge of relevant policies/codes of practice and awareness of relevant legislation
Knowledge	An understanding of Coventry & Service safeguarding procedures
Skills and Ability	Skilled in developing and maintaining good relationships with early years children and adults
Skills and Ability	To communicate clearly in speech and writing
Skills and Ability	Good organisational skills
Skills and Ability	To be able to plan for the needs of individual early years children
Skills and Ability	To be confident to work independently to model strategies and give advice to support children with complex social and emotional needs

Skills and Ability	To be able to act independently, work under own initiative and accept authority and supervision when appropriate
Skills and Ability	Ability to work under pressure and deal with situations calmly and efficiently
Skills and Ability	To be able to keep accurate records
Experience	Of working with early years children with complex needs in a range of early years settings including mainstream nursery and reception
Experience	Of liaising with staff in schools/settings and other professionals
Experience	Of working with families
Qualification	NVQ 3 or equivalent in a relevant field and the equivalent to GCSE Maths and English A record of continuous professional development
Special Requirements	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).

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input checked="" type="checkbox"/>

Declaration			
Reviewed/created by:	Deborah Schindler		
Job Title:	Early Years Team Lead	Date:	26 June 2026