

Job Description and Person Specification

SEND Early Years Support Teacher

| Job Details | |
|---------------------|-------------------------------|
| Grade | MS/UPS + SEN Allowance |
| Service | SEND Support Service |
| Location | Various sites around 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 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;</p> <p>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;</p> <p>As part of the SEND Early Years team, to contribute to a comprehensive training programme for early years settings as and when required.</p> |

| Key Responsibilities and Accountabilities | |
|---|--|
| <ul style="list-style-type: none"> • 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 | |
| <ul style="list-style-type: none"> • 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 | |
| <ul style="list-style-type: none"> • 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 | |
| <ul style="list-style-type: none"> • Deliver high quality teaching and advice, model best practice and coach staff within educational settings to confidently and capably implement required strategies and interventions | |
| <ul style="list-style-type: none"> • Support other professionals in developing inclusive practice and advise on appropriately differentiated curriculum access | |
| <ul style="list-style-type: none"> • Support small group activities or parent groups organised and delivered by the service | |
| <ul style="list-style-type: none"> • To evidence measured progress and impact of service delivery on the individual child and as a service overall | |
| <ul style="list-style-type: none"> • Ensure timely and accurate record keeping, in accordance with the Councils and Service requirements | |
| <ul style="list-style-type: none"> • Support the process of statutory assessment thorough the provision of high-quality assessment advice | |
| <ul style="list-style-type: none"> • Champion for children and their families in securing a full educational entitlement | |
| <ul style="list-style-type: none"> • 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 | |
| <ul style="list-style-type: none"> • Any other duties and responsibilities within the range of the salary grade | |

| Key Relationships | | | |
|-------------------|--|-----------|---|
| External: | Children and young people, parents/carers Schools and EY settings Health | Internal: | 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.
- 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 | Substantial and recent experience of working with children with SEND and parents in the Early Years Foundation Stage of Part 3 of the Children and Families Act, specifically the statutory guidance - SEND Code of Practice |
| Knowledge | 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 |
| Knowledge | 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 | 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 |
| Knowledge | A working knowledge of the system demands placed on early years settings and schools, including the relevant OFSTED frameworks |
| Knowledge | A working knowledge of Early Help Assessment. |

| | |
|----------------------|---|
| Knowledge | Current working knowledge of the range of specialist equipment and resources available to support children with complex SEND |
| Skills And Ability | Excellent social and communication skills, demonstrated at all levels of interaction including children, parents/carers and professionals |
| Skills And Ability | Ability to develop trust and strong partnership relationships with parent/carers |
| Skills And Ability | Excellent personal organisation skills |
| Skills And Ability | Ability to work with and assess children from birth to 5, with a range of additional needs |
| Skills And Ability | Ability to deal with and support others in highly stressful and emotional situations |
| Skills And Ability | Ability to use manual handling techniques appropriately when working with vulnerable children, adhering to risk assessments |
| Skills And Ability | Ability to develop and deliver effective training, advice and support |
| Skills And Ability | Ability to coach and mentor parents/carers and professionals |
| Skills And Ability | Ability and skills to work collaboratively and effectively with multi-disciplinary and multi-agency partners |
| Skills And Ability | Proven ability to assess need, plan interventions, track progress and review |
| Experience | Direct experience of successful teaching within the foundation stage |
| Experience | Experience of teaching children with SEND in either a mainstream or specialist setting |
| Experience | Experience of successfully coaching and mentoring parents and professionals to enable them to confidently support children with complex need thereby building capacity |
| Qualification | Qualified Teacher status An additional level 4 -7 qualification in SEN or significant relevant experience |
| 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

☐

Standard Check

☐

Enhanced Check

☐

Enhanced + barred list
check ☒

Declaration

Reviewed by:

Sally Longden

Job Title:

SEND Early Years Team Lead

Date:

24.06.2025