



Coventry City Council

Job Description

Job Title:	SEND Early Years Specialist Practitioner	Job Number:	
Services:	SEND Support Service	Grade:	5
Location:	Limbrick Wood Centre, Thomas Naul Croft, Coventry		

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.

Job Purpose:
<ul style="list-style-type: none"> To support the inclusion of early years children with complex needs in mainstream schools and settings To work with staff in schools/settings to support children with complex needs To provide rapid response to schools and settings for early years children with significant social and emotional needs
Main Duties and Responsibilities:
<ul style="list-style-type: none"> Work in partnership with specialist teachers to plan the delivery of 1 to 1 interventions for children in mainstream schools and settings Planning, delivering and reporting on 1 to 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's SEN 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 Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required .
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare



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- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected

To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for: N/A

Responsible to: Sally Longden SEND Early Years Team Lead

Date Reviewed	Sally Longden Team Lead SEND Early Years	Date Updated	21/05/2021
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Person Specification

Job Title:	Send Early Years Specialist Practitioner	Job Number:	
Services:	SEND Support Service	Grade:	5
Location:	Limbrick Wood Centre, Thomas Naul Croft		

Area	Description
Knowledge:	
	<ul style="list-style-type: none"> A proven understanding of the needs and characteristics of early years children with complex needs including social and emotional needs and cognitive delay. A proven understanding of the difficulties likely to be faced by early years children with complex needs accessing mainstream provision. A proven understanding of strategies and resources that will support early years children with complex needs. Knowledge and understanding of interventions that can promote an inclusive learning environment for early years children A proven understanding of the role adults play in supporting early years children with complex needs 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. A good knowledge of the Early Years Foundation Stage A broad knowledge of child development Working knowledge of relevant policies/codes of practice and awareness of relevant legislation An understanding of Coventry & Service safeguarding procedures

Skills and Abilities:	
	<ul style="list-style-type: none"> Skilled in developing and maintaining good relationships with early years children and adults . To communicate clearly in speech and writing. To have good organisational skills and work under pressure To be able to plan for the needs of individual early years children. To be confident to work independently to model strategies and give advice to support children with complex social and emotional needs To be able to manage time effectively To be able to act independently, work under own initiative and accept authority and supervision when appropriate To be able to deal with challenging/difficult situations calmly and efficiently Able to work under pressure Able to use IT systems to keep accurate records and support delivery, whilst meeting data protection and GDPR To work as a member of a team

Experience:	
	<ul style="list-style-type: none"> 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



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| <ul style="list-style-type: none">• Educational: |
| <ul style="list-style-type: none">• NVQ 3 or equivalent in a relevant field |
| <ul style="list-style-type: none">• A good standard of general education, including qualifications in English and mathematics |
| <ul style="list-style-type: none">• Demonstrate commitment to continuing personal and 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).

Date Reviewed:	21/05/2021	Updated:	
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