



| <b>Job description</b> |  |
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| <b>Job title</b>       | Early Years SEND Support Practitioner          |
| <b>Grade</b>           | G  |
| <b>Directorate</b>     | Children's Services – Education and Early Help |
| <b>Section/team</b>    | Early Years Service                            |
| <b>Accountable to</b>  | Early Years SEND Manager                       |
| <b>Responsible for</b> | N/A  |
| <b>Date reviewed</b>   | March 2023                                     |

### **Purpose of the job**

Knowsley Early Years' Service works to build capacity within children, families, and communities through the provision of high-quality accessible universal services and a preventative Early Help offer that will start to break the intergenerational cycles of disadvantage and dependency. Knowsley Early Years will ensure every child grows up in a nurturing environment, with access to public service support helping children to fulfil their potential as they move into primary and secondary education.

- To provide support, advice and guidance to the Early Years Providers to ensure they are compliant with the requirements of the SEND Code of Practice (0-25 years) to enable them to meet the needs of individual children in their provision following the Graduated Approach.
- To work in partnership with a range of Agencies and Parents to ensure Early Help Assessments are implemented and to champion the Early Help process in supporting vulnerable children and their families.

### **Duties and responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To work within various Early Years Settings to promote inclusion by engaging, motivating and encouraging Early Years Practitioners through the demonstration of inclusive practice.



2. To assess the needs of Early Years Children and support the Practitioner to plan appropriate interventions to enable the children to fully access the Early Years Foundation Stage.
3. To develop and implement appropriate strategies to meet the additional needs of individual children with SEND in the Early Years Setting.
4. To provide training and guidance by modelling good practice to Early Years Practitioners, in line with the SEND Code of Practice.
5. To contribute to the Assess, Plan, Do Review Cycle in line with Early Years SEND Code of Practice.
6. To accurately evaluate children's progress and achievements in line with agreed Early Years Play Plan targets and success criteria.
7. To review learning environments within the Early Years provision and make recommendations for enhancement.
8. To give guidance on appropriate resources to ensure Early Years children with SEND make good progress.
9. To develop positive behaviour strategies to support Early Years children with SEND to take responsibility for their own actions and develop independence.
10. To work effectively in partnership with Multiagency Specialists to ensure Early Years Practitioners can meet the identified additional needs of the children in the setting.
11. To support with Early Years Children's personal hygiene and self-help skills including feeding.
12. To support Early Years Children with identified medical needs including attending appropriate training from Health Professionals and use of specialist equipment.
13. To contribute to Early Help Assessments, attend Multi-Agency Team Around the Family review meetings and provide accurate feedback and reports as required.
14. To provide supporting evidence of a child's needs in relation to the SEND Code of Practice to enable Early Years Providers to make an application for Statutory Assessment.
15. To assist Early Years Practitioners to complete SEND Action Plans and provide reports for the EYSEND Inclusion Panel as required.



16. To record involvement with Early Years Providers and children on the Early Years and Education System (EYES).
17. To assist Early Years SEND Manager with regular review of Early Years Providers and children receiving support.
18. To provide children and their families appropriate emotional support as required.
19. To support transition from home to provision/school liaising with Head Teacher, Manager, Staff and Parents.
20. To provide Early Years Providers with feedback with regards to their practice and recommend improvements.
21. To participate in learning and development activities as required.
22. Fulfil personal requirements where appropriate with regard to organisational policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security, work standards and promotion of the organisation's core values.
23. Abide by the objectives and targets of the organisation, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.
24. To carry out all responsibilities with due regard for Knowsley Council's equality and diversity policies and procedures.
25. To work flexibly to meet the needs of the service. This will include working from any service base as required as well as some early mornings, evenings and weekend work which may take place in service-users' homes. All staff within the service may be required to work across the whole of the Borough.
26. To undertake relevant training to ensure the Council's Emergency Rest Centre (provision of childcare) Plans are effective; and to participate as required in the delivery of an Emergency Rest Centre as directed by Council's Risk and Resilience Manager.
27. Other duties commensurate with the grading of the post as determined by the Early Years' Service Manager.

#### **Health and safety**

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.



### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction, or interference,
- Report actual or potential security incidents.

### Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.