



<b>Job description</b>	
<b>Job title</b>	Early Years SEND Senior Practitioner
<b>Grade</b>	K
<b>Directorate</b>	Children's Services – Education and Early Help
<b>Section/team</b>	Early Years Team
<b>Accountable to</b>	Early Years SEND Manager
<b>Responsible for</b>	Early Years Portage Practitioners, Early Years SEND Support Practitioners
<b>Date reviewed</b>	March 2025

### **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 work as a member of the Early Years SEND Team leading and managing targeted and specialist, co-ordinated interventions for families and settings with children 0-5 years displaying a range of complex learning and developmental or medical needs.

To support the Early Years SEND Manager in the Leadership and Management of the SEND Strand ensuring the highest standards of practice are maintained in the delivery and implementation of multi-agency SEND/Portage Case Management in compliance with the SEND Code of Practice.

To have responsibility for the management oversight and supervision of Early Years SEND Support Practitioners and Early Years Portage Practitioners.

### **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 manage and prioritise allocation of Portage to deliver high quality early years interventions/activities on a one-to-one basis and or through groups to children with complex needs.
2. To manage and prioritise allocation of SEND Support Practitioners to Early Years Providers ensuring best use of resources.
3. To provide management oversight and professional case supervision to Portage and SEND Support Practitioners in line with My Time Framework.
4. To quality assure the service to children, families, and Early Years Providers through observation and assessment of practice.
5. To ensure Portage and SEND Support Practitioners are proficient in the application of a range of assessment tools and embed 'Signs of Well-Being' within their practice.
6. To support the SEND Manager with the implementation of key themes regarding SEND and the Code of Practice.
7. To be the first point of contact for safeguarding queries for Portage and SEND Support Practitioners.
8. Promote the Early Years Service to all stakeholders including managers/staff within the Local Authority, partner agencies and Voluntary, Community and Faith organisations.
9. To identify gaps in provision for children who are following the SEND Code of Practice ensuring they are reported to the SEND Manager and Service Manager to inform the strategic commissioning of services which will underpin, enhance, and develop aspects of Early Years delivery.
10. Attend quarterly Performance Management Framework meetings and contribute to SEND Assessment Learning Framework.
11. Attend monthly Child Development Team meetings to manage the allocation of Portage Practitioners, having knowledge of caseloads and capacity.
12. Attend monthly SEND Inclusion Panel meetings to manage the allocation of SEND Support Practitioners having knowledge of caseloads and capacity.
13. To quality assure Portage Practitioner applications for Statutory Assessment prior to submission to Knowsley Assessment Placement and Provision Panel.
14. To manage the Portage and SEND Support Practitioner team meetings which will focus on service updates and continuous professional development.



15. To maintain accurate, quality, and timely records on the Early Help Module and Early Years Education System. Actively support the audit process and use analysed findings to improve future practice. Ensure that all Early Years information systems are maintained and updated as policy and procedure dictates.
16. To be an Early Help Champion.
17. To ensure the Knowsley Early Years programmes are based on participation and co-production and promote and reflect the voices and perspectives of children and families.
18. To contribute to the protection of the public and the safeguarding of children and young people, taking particular account of policy and procedures on the support and management of young people who are vulnerable or present a risk of harm to others.
19. To comply with the Standing Orders and Financial Regulations of Knowsley Borough Council, and to ensure that all work functions are undertaken in accordance with Health and Safety legislation, codes of practice and with Knowsley Council's Health and Safety Plan.
20. To participate in learning and development activities as required.
21. 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.
22. 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.
23. To carry out all responsibilities with due regard for Knowsley Council's equality and diversity policies and procedures.
24. 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.
25. 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.



26. Other duties commensurate with the grading of the post as determined by the Early Years Service Manager.

### Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities

### 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.

- **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.