



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Early Years and Childcare Inclusion Officer	Role Profile Number: PCDN62
Grade: N	Date Prepared: January 2020
Directorate/Group: Children's/Education	Reporting to: Lead Early Years Consultant and Area SENCO
Structure Chart attached:	No

Job Purpose

- Contribute to raising standards in the quality of Early Years Education within PVI (private, independent and voluntary) sector, school nurseries and childminders.
- Support Early Years settings to comply with the requirements of the SEND Code of Practice and EYFS statutory requirements.
- Provide support to Early Years settings to develop and maintain good practice for effective inclusion; including for children with SEN and disadvantaged children.
- Provide appropriate guidance and CPD to Early Years settings in order to plan for effective and personalised support for children with SEND and/or disadvantaged, and to support general good practice.

Key Accountabilities

The postholder will work under the direction of the Lead Early Years Consultant and Area SENCO:

- To provide advice on appropriate early support strategies for children with SEND and additional needs, including signposting to relevant resources and support services.
- Contribute to the assessment of children with SEN, making recommendations to providers and parents.
- To assist with the delivery of training, networks and providing drop-in's for Early Years SENCo's and managers.
- To provide advice and support to Early Years SENCo's and setting managers in order to follow early intervention procedures, including effective partnership working with parents.
- To support Early Years SENCo's to make requests for additional high needs funding and to understand and follow the Education and Health Care Plan process.
- To support settings to plan for effective transition to school for children with SEND.
- To support Early Years setting managers to improve the quality of their provision and to develop effective self-evaluation.
- To work closely with the Early Years and Childcare Funding Officer, to keep up to date records of children

accessing high needs, inclusion and EYPP funding.

- Report monthly to the Early Years and Childcare Inclusion Panel making recommendations for funding to be awarded and to provide an up date of how funding allocated previously has been spent by settings.
- Responsibility for tracking the outcomes of children in receipt of SEN funding (High Needs, Inclusion and Disability Access Funding) and EYPP to ensure funding allocated is utilised effectively by settings to ensure outcomes for children are achieved.
- Lead the co-ordination of Level 3 SENCO training to be rolled out across Swindon.
- To establish and maintain relationships with all early years and childcare providers. Promote a positive and professional approach with setting managers and SENCo's.
- To provide clear guidance and make recommendations on how early years and childcare providers can improve the quality of their provision, with a focus on teaching and learning and meeting the needs of disadvantaged learners.
- Deliver on local and national government priorities. Promote opportunities for joint working with other agencies and groups to achieve these aims.
- Responsible for managing own workload

Supplementary Accountabilities

- To participate in training, information briefings and events as and when required as part of continuous professional development.
- To promote equality and diversity best practice in all areas of work.
- To participate in working alone and report to line manager (Early Years Consultant) as necessary.
- Attend evening/weekend meetings outside normal working hours as necessary.
- Ability to travel across the borough for appointments, ability to drive.

Knowledge & Experience

- Significant and recent experience of successfully working as a practitioner within the Early Years Foundation Stage
- Recent knowledge and experience of Early Years SEND procedures and revised SEND Code of Practice
- Experience and knowledge of early interventions and SEN processes
- Experience of successfully working as part of a team and the ability to motivate people
- Experience of working within high quality Early Years provision
- Experience of monitoring and reviewing the quality of a provision within Early Years Foundation Stage and action planning to raise standards
- Experience of planning for individual and specific needs of children in order to provide appropriate personalised provision. For example, Individual Education/Play Plan.
- Knowledge of safeguarding requirements and procedures relevant to the role
- Experience of dealing and handling sensitive and complex information

Qualifications

- NVQ level 3 or other relevant qualification
- English and maths at GCSE or equivalent
- A minimum of 5 years working within the Early Years Foundation Stage

- Evidence of continuing professional development relevant to post

Decision Making

- Making decisions regarding how to interpret and best summarise information gathered
- Can actively identify and introduce improvements linked to areas of accountability
- Is purposeful in evaluating practice, identifying priorities, and providing clear advice and recommendations

Creativity and Innovation

- Ability to present information in a variety of ways
- Is able to both support and challenge in order to help improve perceptions and bring about improvements
- Flexibility to meet the varying demands of the role

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • N/A <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • N/A 	<p>Budget Holder</p> <p>Responsibility</p> <ul style="list-style-type: none"> • To make recommendations regarding spend of Inclusion Funding (approx. £100k budget) <p>Asset Responsibility:</p> <ul style="list-style-type: none"> • N/A 	<p>No</p>
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Contacts and Relationships

- Working closely with, and reporting to the Early Years Consultants
- Ability to work as part of a team
- Liaising with other services within SBC such as SENAT and Advisory/Outreach teams
- Working in a collaborative manner with external customers, specifically private, voluntary and independent (PVI) providers of Early Years Education and Childcare
- Ability to recognise and respect the contributions that others, including parents, can make to the development and well being of young children

Other Key Features of the role

- Requires use of IT, for example, word processing, report writing, e-mail
- Requires access to mobile phone and computer/laptop (provided for work use)
- Involves lone working and travel
- Enhanced DBS check will be essential
- Requirement to work across wider early years and childcare team as appropriate

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	