



Role Profile

Job Title: Senior Specialist EY Practitioner & Deputy Manager	Role Profile Number: PCDH132
Grade: Q	Date Prepared: June 2022
Directorate/Group: Children's services	Reporting to: Specialist Early Years Centre Manager
Structure Chart attached:	No

Job Purpose

The post holder will work alongside the SEYC manager, The SEYC Practice lead & SENCO and the Specialist EY practitioners providing a safe and stimulating environment in which children with Special Educational Needs and Disabilities (SEND) can learn and develop. The postholder will contribute to the delivery of high quality support for families of children with SEND, working with parents & carers to develop strategies and plans which ensure that children's developmental needs are met in the most effective way possible.

Alongside the SEYC manager, the Postholder will be responsible for the day to day efficient running of the play room sessions and ensuring that the quality of provision is high as well as assuming overall responsibility for the setting in the absence of the SEYC manager.

The Senior Specialist EY Practitioner will provide support, advice and guidance to practitioners throughout playroom sessions, as well as modelling effective strategies for supporting children with SEND for practitioners and parents.

As well as supporting and overseeing the learning and development of all children within the setting, the postholder will take on Keyworker responsibility for specific children. This will involve assessment and planning of activities to meet the child's needs as well as working closely with the child's family and other agencies as appropriate. The postholder may take the 'lead professional' role in the Early Help process, making them responsible for coordinating support around the child.

The postholder will be responsible for liaising with their Key children's mainstream setting, ensuring that there is consistency of approach and, where appropriate, providing support for mainstream practitioners. The postholder may be asked to visit children in mainstream settings providing outreach support for keyworkers and SENCOs in their setting.

The Senior Specialist EY Practitioner will be responsible for providing professional supervision and line management support for identified Specialist EY Practitioners.

The Senior Specialist EY Practitioner will be asked to contribute to training developed and delivered by the service for practitioners, this is likely to involve discussion of training needs they have identified within settings, or contributing to plans for training sessions. There may also be opportunities to deliver training for practitioners or for Parents, such as the Early Bird and Early Bird Plus programs. Delivery of training will depend on the individual skills and interests of the practitioner and will be seen as an opportunity and not a requirement of the post.

Key Accountabilities

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To assume responsibility for the day to day running of sessions.
- To help ensure the preschool nursery meets Ofsted requirements at all times.
- In partnership with the SEYC manager and SEYC practice lead and SENCO, to develop policies and procedures for the setting. To ensure that all Specialist EY practitioners, assistant practitioners, apprentices and volunteers are familiar with, and following, policies and procedures. To be responsible for keeping a record of policies and ensuring that they are reviewed within the relevant timescales, for example by ensuring they are on the agenda for a discussion at a meeting.
- To understand how to deal with safeguarding or child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies. To ensure that anyone working directly with children in the setting is familiar with and following Safeguarding Policy and procedures.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
- Alongside the SEYC Practice lead and SENCO, to Lead on the development and delivery of an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables all children to reach their potential.
- To contribute to (and lead in the absence of the manager) weekly staff meetings including highlighting concerns re children and working practice.
- In partnership with the SEYC manager and the SEYC Practice Lead & SENCO, to lead on planning and overseeing children's developmental progress records.
- To be a key person, providing developmentally appropriate focussed activities and experiences for specific children, working closely with families and coordinating support for children with SEND.
- To provide support and guidance to less experienced practitioners, with regard to the role of the key person.
- To work closely with parents and carers, exchanging information about their child's progress and achievements and ensuring that parents are fully involved with all decisions made about provision for

their child.

- To meet the health care needs of children including personal hygiene and medical interventions when required.
- To work in partnership with SEYC manager and SEYC Practice lead & SENCO to ensure that there is a robust program of monitoring of the quality of the provision within the setting. Supporting the manager to develop and implement quality improvement plans across the service.
- To contribute to strategic planning for the service and be responsible, in consultation with the SEYC manager and SEYC practice lead and SENCO, for the development, implementation and review of the setting development plan.
- To work with other professionals in the local area for the benefit of children and families. This may involve coordinating support, making referrals and applications and providing support or outreach for mainstream settings.
- To contribute to strategies and initiatives across SEYC and SEND services within the LA and ensure that the practice within the setting supports and contributes to outcomes outlined in the council's priorities.
- To attend regular supervision with the SEYC Practice Lead & SENCO . To provide regular supervision to identified Specialist EY Practitioners and Assistant Practitioners.
- To attend training as relevant to the post of Senior Specialist EY Practitioner. .
- Working alongside the SEYC manager and SEYC Practice Lead and SENCO, to ensure that the Specialist EY practitioners have access to the support and training needed to effectively carry out their roles.
- Working alongside the SEYC manager, the SEYC Practice Lead & SENCO and the EY Quality and Inclusion Team, contribute to the development and delivery of training programmes for EY leaders, practitioners, SENCOs.
- To carry out safeguarding requirements and procedures as outlined in the SEYC safeguarding policy, including undertaking regular safeguarding training and keeping up to date by accessing relevant materials e.g. Swindon Safeguarding Partnership newsletter and website.

Supplementary Accountabilities

- To undertake any other reasonable duties, in accordance with the setting aims and objectives.
- To participate in training, information briefings and events as and when required as part of continuous professional development.
- To contribute to plans for continuous professional development for all practitioners in the setting.
- To promote equality and diversity best practice in all areas of work.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Substantial post-qualification experience of working with children and their families in the Early Years Foundation Stage (EYFS)
- Recent knowledge and experience of Early Years SEND procedures and 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 or experience of working successfully with professionals from other agencies.
- Experience of working within high quality Early Years provision.
- Experience of planning for individual and specific needs of children in order to provide appropriate personalised provision. For example, Individual Education/Play Plan.
- Experience of working closely with parents, developing effective relationships and coordinating support for children with additional needs and their families.
- Effective communication on many different levels, with children, parents and other professionals.
- Effective use of IT to communicate, develop and maintain records and make referrals and applications using online systems.

Qualifications

- A DFE approved L3 Early Years Qualification <https://www.gov.uk/government/publications/eyfs-staffchild-ratios-dfe-approved-qualifications>
- Early Years foundation degree or equivalent, willingness to work towards this or equivalent relevant experience.
- GCSE English and Maths, Grade C or above (or equivalent).
- Other post qualification continuous professional development opportunities.

Decision Making

- Making decisions regarding appropriate provision for children, including decisions based on information gathered from observational assessment.
- Is purposeful in evaluating practice in the setting and making appropriate changes as a result. Ability to identify priorities, and provide feedback to practitioners and setting manager.
- Good problem solving and effective decision making within daily sessions, for example to adapt activities, and in the longer term, for example making more significant changes to practice having

identified areas for development.

Creativity and Innovation

- The post holder will need to be able to adapt to the individual needs of children, adopting a wide variety of approaches as appropriate and constantly seeking ot overcome barriers to learning and development when they are identified.
- Ability to present activities in a varety of different ways.
- Ability to communicate on all levels.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Specialist EY Practitioners, Assistant EY Practitioners, Apprentice EY Practitioners. Between 4 and 8 roles 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>.</p> <p>N/A</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Working closely with, and reporting to the SEYC manager and the SEYC Practice Lead and SENCO.
- Working closely with practitioners in the setting, including providing coaching and mentoring support.
- Working closely with the EY Quality and Inclusion team to support the development and maintenance of high quality inclusive practice across Swindon.
- Liaising with other services within SBC such as SALT, OT, SENAT and Advisory/Outreach teams, ensuring effective provision and support is in place for children and families.
- Working in a collaborative manner with other Early Years Providers.
- 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

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- This role will include regular outside work throughout play sessions
- This role will include providing intimate care to children and may include provision of medical care
- This role may include lifting and handling of children with complex needs. Training will be provided for this.
- This role may involve visiting children and their families in their homes.
- This role may involve travelling around the local area to visit children or settings and attend training or meetings.
- An enhanced DBS will be essential to this role.

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