



<b>Job Title:</b> Specialist EY Practitioner	<b>Role Profile Number:</b> SBC_11757
<b>Grade:</b> CFL 6	<b>Date Prepared:</b> 23/05/22
<b>Directorate/Group:</b> Children, Families and Community Health	<b>Reporting to:</b> Senior Specialist EY Practitioner
<b>Structure Chart attached:</b>	No

### **Job Purpose**

The post holder will work alongside the Senior Specialist EY Practitioner Specialist EY Centre (SEYC) manager and SEYC Practice Lead and SENCO, providing a safe and stimulating environment in which children with Special Educational Needs and Disabilities (SEND) can learn and develop.

As well as supporting 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 contribute to initial assessments of children's needs helping to ensure that the right package of support is offered.

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 provide outreach support for mainstream settings and contribute to the development and delivery of the EY training program across SBC. The postholder will be responsible for supporting children and families making transitions into other settings, whether they are EY settings or schools, Specialist or mainstream.

The Postholder may be responsible for the line management of Assistant EY Practitioners or Apprentices, providing high quality supervision, mentoring, coaching and modelling to support the development of less experienced or qualified team members.

## **Key Accountabilities**

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To help ensure the preschool nursery meets Ofsted requirements at all times.
- To understand and work to setting policies and procedures, including how to deal with safeguarding or child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
- To contribute to the delivery of an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables all children to reach their potential.
- To contribute to weekly staff meetings including highlighting concerns re children and working practice and contributing toward planning and all 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 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. This may involve taking on the role of the Lead Professional and coordinating support for the child and family through the Team Around the Child (TAC) process.
- To work in partnership with parents during sessions, developing appropriate strategies to support their child and where appropriate modelling strategies and approaches.
- To meet the health care needs of children including personal hygiene and medical interventions when required.
- To work in partnership with the SEYC leadership team to constantly evaluate effectiveness of practice within the setting, reviewing and updating development plans in the light of evaluation.
- 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 attend regular supervision with the SEYC manager or senior specialist EY Practitioner.
- To attend training as relevant to the post of Specialist EY Practitioner.
- The postholder may have the opportunity to take on line management responsibilities for Assistant EY Practitioners or apprentices, providing high quality supervision, coaching, modelling and support.
- The postholder will work with the wider EY team to develop the training program for providers across

Swindon. This is likely to involve the planning of training, but could include the opportunity to deliver training, depending on the interests and skills of the practitioner.

- 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.
- The postholder may have the opportunity to deliver the Early Bird and Early Bird Plus programs.

### **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 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:*

- 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 of successfully supporting EY children with SEND including implementing early interventions and contributing to 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.
- 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>
- GCSE English and Maths, Grade C/Grade 4 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 own practice and making appropriate changes as a result. Ability to identify priorities, and provide feedback to other practitioners and setting leaders.
- Good problem solving and effective decision making within daily sessions, for example making adaptations to an activity which a child has not been able to access.

**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 to overcome barriers to learning and development when they are identified.
- Ability to present activities in a variety of different ways.
- Ability to communicate on all levels.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <p>N/A</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></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, SEYC Practice Lead & SENCO and Senior Specialist EY Practitioner.
- Working closely with other practitioners in the setting.
- 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 include visiting families in their homes and visiting other settings or schools.
- This role may include travelling around the Swindon area to visit children or settings or to attend training

or meetings.

- An Enhanced DBS is essential.