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| |  | | --- | |  | | **Early Years SEND Improvement Officer**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Early Years SEND Improvement Officer  **Service Area:** School Improvement  **Directorate: Peoples Directorate**  **Team: Early Years Improvement Team** | Salary Grade: SO1 |
| **Post Reports to:** EY SEND Consultant  **Post Responsible for:** No line management responsibilities | |
| **Main Purpose of the Job:**  To raise the quality of childcare and funded early education places which impacts on improving the outcomes for all children and their families with a particular focus on children with Special Educational Needs and Disabilities. (SEND).  To provide information, advice and support in line with the Ofsted registration and inspection requirements, the Early Years Foundation Stage (EYFS) Statutory Framework, Equality Act 2010 and the SEND 0-25 Code of practice.  To support improved early identification and assessment of children who in need of additional support through the graduated response.  To promote and model quality first teaching for all children with a focus on inclusive practice for children with emerging needs, SEN support and those in receipt of and Education, Health and Care Plan.  To support the continuous professional development of early years practitioners in meeting the needs of children with SEND.  To work in strong partnership with council services to ensure the continuous improvements in the quality and standards of early years and improved outcomes for children by the age of 5. Stockport Start Well and school readiness plan.  To work in partnership with the Stockport Safeguarding Children Board and Stockport Family in ensuring the safeguarding, welfare and early help for children 0-5 years and their families. | |
| **Job activities:** **Summary of Responsibilities and Key Areas:**  Key areas   1. To develop and maintain strong, supportive working relationships with early years providers. 2. To implement effective communication strategies to engage all practitioners in continually improving their practice in order to meet the requirements in the effective delivery of the EYFS and SEND CoP for children with emerging needs and SEND. 3. To report to the Early Years SEND Consultant in relation to prioritising support for identified children, groups and inclusive practice in settings. 4. To provide high quality advice, support and guidance to practitioners in accordance with current childcare and early education legislation, national policy and evidenced based practice. 5. To liaise with other professionals and agencies in respect of work with practitioners in supporting the needs of children with SEND. 6. To promote collaborative work and the sharing of good practice. 7. To challenge all practitioners to improve the quality of their provision through modelling best practice, providing targeted support and training. 8. To work as a member of the wider Early years Improvement Team and be able to manage own diary and work flow. 9. To record and evaluate activities through both written and verbal reports and report back to team meetings. 10. Identify the training needs of practitioners in the local area and ensure that this information contributes to strategic early years’ planning, Early Years Improvement Team and Start Well plan. 11. To plan and deliver high quality Child Development/SEND training to support the on-going professional development of the early years workforce in line with identified priorities in the EY Improvement team and Start Well plan. 12. Input, up-date and analyse a range of information and data in order to prioritise the work with providers. 13. To contribute to the Stockport Local Safeguarding Children Board and Stockport Family policies and practice in supporting practitioners through robust child protection and early help procedures. 14. To keep up-to-date with new initiatives and changes in legislation through continuous professional development. 15. Undertake any duties commensurate with the duties of the post. 16. To be flexible within the broad remit of the post, including evening and weekend working. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  The responsibilities set out in the job description, advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
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| Significant experience of working in childcare/early years education | Essential |
| Experience of working with children with SEND | Essential |
| Able to demonstrate an in depth knowledge and understanding of the statutory requirements of the Early Years Foundation Stage and the SEND Code of Practice. | Essential |
| A strong understanding of child development birth to 5 years. | Essential |
| An in-depth knowledge of inclusive practice and teaching | Essential |
| Experience of advising and supporting childcare practitioners and disseminating good practice which brings about improvement. | Desirable |
| Able to demonstrate excellent interpersonal skills and maintain effective working relationships by working with and creating co-operation between groups of people from different sectors and organisations. | Essential |
| Able to contribute to the support of on line information and data collection systems and support new initiatives and developments to maximise the quality of information shared. | Essential |
| To be able to demonstrate high levels of personal effectiveness / organisation skills that has a positive impact on the desired outcomes of the job role. | Essential |
| To be self-motivated and able to working using their own initiative | Essential |
| Able to demonstrate excellent effective oral and written communication skills with a range of audiences. | Essential |
| Minimum full and relevant Level 6 (or equivalent) qualification in Early Years | Essential |
| Able to effectively manage and prioritise their own work load | Essential |
| Ability to use a computer and information technology | Essential |
| Ability to maintain records, write reports and meet deadlines | Essential |
| Understanding of key issues and policies relating to local government, Early Years, childcare and SEND. | Essential |
| Knowledge and understanding of effective Safeguarding and early help practice | Essential |
| Hold a current, clean driving license and have the use of a car. | Desirable |
| Evidence of on-going professional development | Essential |
| Participate in team working and ensure that services comply with agreed standards and performance criteria | Essential |
| Recent experience of planning and delivering training to adults | Desirable |
| An Adult training qualification | Desirable |
| A willingness to work outside core office hours if need. (occasional evenings and Saturday mornings) | Desirable |
| Ability to motivate individuals to succeed | Essential |
| Ability to demonstrate drive, enthusiasm and commitment | Essential |
| Understands and actively supports Stockport Councils diversity and equality policy. | Essential |
| To meet Stockport Council’s standard of attendance. | Essential |
| A willingness to be flexible in a changing environment | Essential |