

Job Description

Job Title	SEND Early Years Intervention Co-ordinator
Grade	P01
Reporting To	Early Childhood Locality Manager
JD Ref	PC0121P

Purpose

To operate as the lead on support for children with Special Educational Need or Disability (SEND) and their family across Wirral. To have a key focus on providing SEND advice and support to pregnant women, and parents and families of children from 0-4 years with SEND. Working with key partners to meet children's needs ensuring a pathway for improved outcomes of those most in need.

To work collectively with colleagues across Early Help & Prevention Services to ensure: children and young people are safer; the daily-lived experience of children and young people get better; outcomes for children and young people improve; and wherever possible, family breakdown is prevented.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.
- Oversee tracking of children's progress through service activities, promoting positive parenting and the impact on a child's development stages particularly of early communication and language.
- Research good practice in other local authorities and use them to inform good practice locally.

Team Leadership and Management:

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.
- Lead on the co-ordination and delivery of core Early Help Children Centre services for families with children under 5 years, considering those identified as most in need, target or priority groups.

Communication, Engagement and Training:

- Design and provide a programme of delivery with targeted interventions, inclusive of home visiting service to children with SEND or suspected SEND and their family.
- Contribute to the strategic development of Children Ready for School interventions with a key focus on emotional health and wellbeing of children under 5 years, ensuring that children and families are offered appropriate interventions to reduce barriers in achieving early educational outcomes.
- Develop activities that will enable a child to progress from their starting points and support parents in recognising developmental milestones. Furthermore, where delay is identified support parents to breakdown skills into smaller more achievable steps for children.
- Work across Wirral with health, schools, community, partnerships; including the voluntary sector, as part of a multidisciplinary team providing care and education for children.
- Represent the service at meetings, seminars, training sessions and working groups as required.

Data Analysis and Decision-Making:

- Through an integrated approach and in partnership with parents, plan, observe, monitor and evaluate children's responses to learning and celebrate achievements, and where necessary assist other professionals in the development of suitable programmes of support.
- Oversee the planning and carry out observations of practice, preparing reports as part of the service performance framework.

Performance Management:

- Organise parental feedback, enabling families to co-produce service developments and inform decision making processes of children's centres.
- Produce regular reports and updates on the impact of Early Help Children Centre services to strategic groups, inclusive of Advisory Boards, the Vulnerable Children and School Ready Pledge performance boards.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.
- Responsible for the quality of environments and ensuring resources are appropriate to ages and stages of development, stimulating and safe for children and their families.
- Contribute to both safeguarding and health and safety procedures of all service users, staff and partners using council premises.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- NVQ Level 4 or above in early years or related discipline



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- Evidence of continuing professional development, in particular SEND training

Desirable

- Professional qualification in childcare, teaching, education, social work or youth and community work or equivalent.
- Portage small steps training or other relevant SEND intervention programmes.

Knowledge & Skills

- Ability to use information technology and software programmes.
- A clear understanding of the support required by children with SEND and families.
- An understanding of the risk factors associated with family breakdown and difficulties.
- An understanding of the risk factors which may prevent children and families from achieving positive outcomes.
- Knowledge of related policy and national guidance on Safeguarding Children and vulnerable adults
- Relevant vocational training courses
- Ability to converse with members of the public and provide advice in accurate spoken English.

Desirable

- Knowledge and understanding of childcare, child development and child protection legislation.
- Awareness and understanding of the role and responsibilities of key partner agencies within integrated services.
- Knowledge of interventions that support development of children with SEND, e.g. portage small steps.

Experience

- Substantial experience of working with and teaching children with SEND.
- Experience of assessing children's development, family situations, developing individual packages of support and translating them into effective integrated support plans aimed at meeting children's needs and supporting families.
- Experience of working with a range of issues affecting children and their families, such as substance misuse, domestic violence, school exclusions, offending behaviour.
- Experience of designing and delivering intervention programmes to children with SEND in the home or in group situations.
- Experience of case holding
- Experience of planning and implementing programmes of work with children and parents using consultation.
- Experience in managing complex cases including as a Lead Professional
- Experience of maintaining confidentiality sharing information appropriately and professionally.
- Experience of teaching children with SEND and supporting parents to learn techniques that will support their child's development. .
- Experience of success in de-escalating levels of need within families.
- Experience of following safeguarding procedures.
- Experience of working in a multi-agency setting on Wirral.



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Desirable

- Experience of child protection work
- Experience of delivering group work with families and working in family homes.
- Demonstrable experience of ability to develop positive partnerships with children and their families.
- Experience of assessing risks in working with children and families.
- Experience of providing mentor support to colleagues.
- Experience of delivering training or other learning opportunities.
- Experience of chairing multi-agency meetings.
- Experience of writing reports and case studies for publication.
- Experience of working in outcome-focused community initiatives.

Additional Information

Work flexibly across the borough to meet delivery requirements of the early childhood service.

Able to travel within or outside the Borough using private or public transport.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Health & Safety Considerations:

- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Working with children
- Exposure to persons with challenging or aggressive behaviour

Approved By: *SHayes*

Date Of Approval: 14.08.2024



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