

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Early Years Communication and Language Practitioner |
| HBC Grade: | **Grade 5** |
| Service: | **Runcorn Family Hubs** |
| Division: | **Team Around the Family – Family Hubs** |

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| **Main Purpose of the Role** |
| To work collaboratively in delivery of Halton’s Communication Strategy and Family Hub Transformation Programme, to improve early language across the Borough. To work collaboratively with Speech and Language UK colleagues in delivery of interventions such as; Wellcomm Screening Toolkits, Tots Talking Programme and varied Early Language training packages, to practitioners. To encourage communication friendly spaces and nurture language rich setting to home learning environments, with parents/carers. |

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| **Key Duties** | |
| **1** | Support Speech and Language UK in the delivery of the early language aspect of the Tots Talking project and work as part of a small group of education specialists; |
| **2** | Support delivery of whole workforce training in relation to language development; |
| **3** | Support the Speech and Language Therapy Assistants in the delivery of key messages from the Wellcomm training to Family Hub practitioners; |
| **4** | Support early years workers in the identification of individual family hubs needs regarding the development of a total communication approach with their children and families |
| **5** | Actively promote and support the use of self-evaluation to improve the quality of provision, which will impact positively on children’s outcomes. |
| **6** | As part of the team, identify appropriate supportive resources to be provided to family hubs |
| **7** | Working closely with the TALK Halton team, Early Years data colleagues, Speech and Language UK and Communicate Speech and Language Therapy Assistants in using monitoring and tracking systems effectively and contribute to the collation of data. |
| **8** | To contribute to the improvement of Communication, Language and Literacy in the Early Years, thereby impacting positively on GLD outcomes. |
| **9** | Contribute to the preparation of informative reports for the Project Lead. |
| **10** | Provide advice to Early Years workers on the content of Communication and Language workshops for families as part of the Tots Talking Project |
| **11** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| Relevant Level 3 / Level 4 qualification in Early Years or Childcare.  GCSE or equivalent in English at grades A-C.  Willingness to complete required training in the WellComm Speech and Language Toolkit for Screening and Intervention in the Early Years.  Willingness to participate in relevant training and development opportunities. | Training in early communication and language strategies.  GCSE or equivalent in Mathematics at grades A – C.  Knowledge of and experience in using the WellComm Toolkit. | Application Form  Certificates  Interview |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience of working with children in an Early Years setting. | Knowledge of different ways of recording and monitoring children’s development and progress | Ability to work effectively within a team environment. | Application / Interview /Assessment |
| Experience in role modelling best practice in early communication and language strategies | Knowledge and understanding of the early years foundation stage | Communicate effectively with varied audiences. | Application / Interview /Assessment |
| Experience of working with parents/carers in the community. | Knowledge of children’s development and an understanding of how to assess the needs of children and make appropriate recommendations or referral into other services | Ability to engage with multiple disciplinary teams effectively. | Application / Interview /Assessment |
| Early identification of SEN needs. | Knowledge of safeguarding policies and your role within in this. | Understanding of roles and responsibilities in Early Years settings. | Application / Interview /Assessment |
|  | Knowledge and understanding of early intervention services especially those offered through children’s centres or Disabled children ( role dependant) |  | Application / Interview /Assessment |
|  | Sound understanding of the Family Hub Agenda (DfE) |  | Application / Interview /Assessment |
| **DESIRABLE** | Delivering training to practitioners/professionals | Demonstrable understanding of the SEND Code of Practice (2014) | Management of previous early intervention programmes. | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Work flexibly across the Borough | National/Regional attendance at Early Years Conferences | Interview / Assessment / Documentation |
| Hold a current driving licence, with access to a vehicle. |  | Interview / Assessment / Documentation |
| Carry out other roles as found pertinent to the Family Hub agenda. |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.