

Job Description

Job Title	Early Years Area SENCO
Grade	PO8
Reporting To	Early Years SEND Manager
JD Ref	PC0119P

Purpose

To provide a range of evidence-based Special Educational Needs & Disability (SEND) interventions which support families with children under 5 years to receive appropriate, timely outcome focused support based on need. Empower practitioners and staff to understand how inclusion matters creating an ethos where children and families feel supported in making the right choices to access services that can meet their individual needs.

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 gets 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 in the role and organisation.

Communication, Engagement and Training:

- Report to management on the identification and planning of outcomes of SEND children accessing their early years educational entitlements, across Wirral through engaging the Private, Voluntary, Independent sectors, childminders and school nursery's in meeting the priorities of "Children Ready for School" Council's Pledge.
- Actively listen to the voices of children, young people and their families.
- Support and upskill the early years workforce to actively promote inclusive practice and are equipped to support children who have Special Educational Needs & Disabilities.
- Contribute to the development of Individual Educational plans in partnership with agencies that will meet the SEND statutory duties and specifically Educational, Health, Care Planning where required. Undertaking specialist assessments, observations and practice as required.
- Work in partnership with specialist services and SEND partners.
- Maintain specialist knowledge in health-related aspects, working closely with child health specialists.

- Deliver continued professional development training programmes and networks for SEND within early years.

Data Analysis and Decision-Making:

- Undertake holistic assessments and observations of children using specialist assessment and observation tools which are outcome focused and take sufficient account of individual needs and all types of diversity.
- Work with practitioners to develop effective ways of bridging barriers to learning through: - assessment of needs - monitoring of teaching quality and a child's progress - target setting - Individual education Plan (IEPs), or Provision Maps, Pastoral Support Plan (PSP), Team Around the Family (TAF) - keeping accurate records.
- Prepare reports to support access to additional funding/resource/setting that will enhance the child's potential to achieving their full potential.

Performance Management:

- Contribute to performance reporting of SEND team operations.

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.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Educated to degree level in a relevant discipline/related subjects (e.g. early years education, SEND, teaching, health or social care).

Desirable

- Qualified Teacher Status (QTS) or Post-Graduate Certificate in Education (PGCE) in associated field.

Knowledge & Skills

- Understanding of statutory frameworks relating to the Special Educational Needs and Disability Code of Practice 2014, Childcare Act 2006, Children Act and Working Together 2018.
- Good understanding of equality, diversity and inclusion and how to promote positive values.
- Demonstrate an understanding of professional boundaries.
- Good understanding of Child Protection and Health and Safety Legislation.
- Demonstrate high level of skills in observation, recording and analysis, including report writing and be willing and able to support others in developing such skills.
- Accurate report writing with analysis.
- Ability to facilitate group work.



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- Ability to chair meetings.
- Demonstrate effective skills in working with children, young people and vulnerable adults.
- Ability to converse with members of the public and provide advice in accurate spoken English.

Desirable

Good understanding of Child Development.

Experience

- Experience of working in an interagency environment.
- Ability to demonstrate an understanding and awareness of the potential conflict between personal and professional boundaries.
- Experience of liaising with staff from a wide range of partner agencies.
- Experience of working with children, young people and families within a home or setting environment.
- Experience of delivering training and professional development opportunities.
- Significant experience of working with families across the spectrum of need.

Desirable

- Experience of delivering early intervention programmes.
- Experience of delivering training and professional development opportunities.

Additional Information

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

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 considering organisational and service requirements.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Sarah Harper: Operations Manager - Early years QA and Sufficiency

Date Of Approval: 05.11.2025



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