

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT Children's Services

POSTHOLDER:

SECTION Inclusion, Learning and Achievement

GRADE: POI

POST DESIGNATION: Early Years Area SENCo responsible to the Lead Area SENCo

Purpose of Job:

- I. To deliver a service to young children with emerging or complex special educational needs to enable these children to attend mainstream early years provision while their needs are assessed and after.
- II. To deliver a service to Early Years settings to support them in meeting the needs of children with emerging or complex needs.
- III. To deliver a service to Early Years settings to support them in meeting the needs of children presenting with SEND
- IV. To deliver the service in a way that meets the holistic needs of the child, having regard to Government Statutory documentation such as Early Years Foundation Stage, SEND Code of Practice 0-25yrs, Children and Families Act 2014 and local priorities.
- V. To work collaboratively with colleagues from all areas including the Voluntary Sector (and PVLs) to achieve better outcomes for young children with SEND and their families.
- VI. To contribute to the overall development of the workforce in with regard to young children with Special Educational Needs and disabilities.

Main Duties:

1. To work with settings supporting them to produce one-page profiles/ personal profiles and where appropriate support and contribute to the statutory assessment process.
2. To take responsibility as Area SENCo for an agreed cluster of settings, managing their own time and needs of settings appropriately.
3. To identify areas of strength and weakness in settings relating to SEND/Inclusion, providing training and direct support to improve.
4. To provide training, mentoring and support for setting SENCOs and other practitioners.
5. To support and monitor their designated settings to secure the inclusion and curriculum entitlement of children with Special Needs and Disabilities, inputting to quality

improvement processes as appropriate and enabling children with SEND to access 2-year placements

6. To plan, run and contribute to projects, including training within Children's Centres designed to increase access and inclusivity to them for children with SEND.
7. To provide direct and indirect support for a caseload of children through consultation, collaborative planning with the child's parents/carers, early years practitioners and other professionals.
8. To provide information to families and early years settings about the range of support for transition to primary school available across the Local Authority for children with special educational needs or disabilities. To disseminate good practice on transitions across the Local Authority directly (for caseload children) and indirectly for those with emerging needs to ensure all children with SEND have a smooth and successful transition.
9. Where appropriate ensure all children on caseload with complex needs (3 or more services) have a TAC meeting on a 6-monthly cycle.
10. To ensure disabled children and their families are consulted on all relevant decisions affecting their lives and to support them in making informed choices and where possible, strive to gain the 'voice of the child'
11. To attend and contribute to child protection conferences and multi-agency meetings when the progress and well-being of referred children and young people are being considered.
12. To develop and maintain specific links and work together with staff from other settings and services, including signposting practitioners to relevant training provided by other services.
13. To create, write, update and lead in the delivery of setting-based SEN training particular to a given child or the settings specific training needs through the Special Needs Training programme, recording courses and attendance in a training register.
14. To contribute to the training of larger groups of practitioners and recognised networks as and when required.
15. To provide data and other information to the Team Leader-Early Years Inclusion Service to allow an annual evaluation of the Service, and to facilitate the collection of data to inform future developments within the service and borough wide.
16. To contribute to the maintenance of an appropriate resource bank (equipment and other materials) to ensure the effective delivery of the Service.
17. To participate in such activities as team meetings and supervision to ensure that all children are receiving appropriate support and that professional and service needs are identified and met.

18. To liaise with staff within early years settings and other professionals to maximise learning opportunities and inclusion for children with SEND.
19. To work flexibly to meet the needs of settings, families and work practices of particular practitioners. This may involve some out-of-hours working, and some working in holidays or at weekends.
20. To use word processing and other computer programmes as appropriate.
21. To ensure that all documentation and processes are kept up to date in line with service policy.
22. To contribute to ensuring that the premises are accessible for children, families and practitioners in line with an agreed Service Delivery Plan
23. To participate in the Council's Performance Review and Development process
24. To undertake any other work appropriate to the level and general nature of the post's duties.
25. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
26. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
27. To keep up to date with current legislation, policies and practice in relation to SEND, equal opportunities, health and safety and child protection.
28. To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
29. Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
30. This post requires an Enhanced DBS and will be supported by Safer Recruitment tools
31. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the post-holder normally reports to:

Lead- Area SENCo