

JOB DESCRIPTION

DEPARTMENT Children's Services

POSTHOLDER

SECTION Inclusion, Learning and Achievement / Best Start Family Hubs

GRADE PO2

POST DESIGNATION (TITLE) Lead- Best Start Inclusion Practitioner (0–5 years)

Purpose of Job:

To be responsible to Team Leader- Early Years Inclusion Service for:

- I. Providing management and leadership to a team of Best Start Inclusion Practitioners. Ensuring that the Best Start Inclusion Practitioners (BSIP's) work within the Best Start Family Hub networks to provide early, flexible and inclusive support for children aged 0–5 with emerging or additional needs and their families.
- II. To ensure support is delivered in line with the statutory duties prescribed in the Children and Families Act 2014, the Special Educational Needs Code of Practice 2014 and Best Start Family Hubs and Healthy Babies
- III. Ensuring quality, clarity, accuracy and consistency in the delivery of Best Start Family Hubs and Healthy Babies support offer
- IV. Ensuring that the team role focuses on early identification, short-term intervention and workforce capacity building, enabling children and families to access appropriate support at the earliest opportunity and participate fully in universal and targeted provision.

Manages up to 3 directly managed staff.

Main Duties:

- 1) To provide leadership and professional support and guidance to a team of Best Start Inclusion Practitioners, ensuring supportive and constructive relationships are developed and maintained with parents/carers, children, early years settings, SEND Services and other agencies to achieve the best outcome for families within Greenwich
- 2) To develop and monitor team plans that reflect corporate, Children's Service and Family Hub priorities
- 3) To be accountable for service improvement and performance management, ensuring that services are responsive to the needs of the local community and related government targets/objectives are achieved

- 4) To manage and supervise daily workflows, ensuring team priorities are aligned and service targets are consistently met.
- 5) To maintain high-quality, confidential digital records that support delivery across Family Hub networks, while drawing upon data on local needs and patterns of concern to strategically inform and shape local SEND policy and practice.

6) Direct Support to Children and Families

- Provide early, flexible and inclusive support to children aged 0–5 with emerging or additional needs and their families
- Use observation, discussion and engagement with families and practitioners to understand children's development and context
- Deliver and model targeted, short-term strategies to support children's development, participation and inclusion across home, Family Hub and early education environments
- Support families to understand their child's needs, access appropriate services and make informed decisions
- Support smooth transitions into early years provision and other services, ensuring continuity of support

7) Coordination and Partnership Working

- Coordinate time-limited support through Family Hub multi-agency processes, ensuring children and families experience joined-up provision
- Act as a link between services to support access to appropriate universal, targeted and specialist pathways
- Contribute to Family Hub triage discussions, panels or team-around processes where appropriate
- Work collaboratively with partners to ensure effective delivery across co-located and outreach settings

8) Inclusion and Workforce Capacity Building

- Build workforce capacity across Family Hubs, early years settings and community services by:
 - Providing consultation, advice and constructive challenge
 - Modelling inclusive strategies and approaches in practice
 - Delivering targeted training and informal coaching
- Promote inclusive practice that enables children with SEND to access high-quality universal provision
- Support practitioners to identify emerging needs early and respond effectively through inclusive approaches

9) Participation and Co-Production

- Ensure the voice of the child and family is central to all support through co-production and person-centred approaches
- Promote inclusive engagement with Family Hub services, ensuring provision is accessible and responsive to family needs
- Gather feedback from families and partners to inform continuous service improvement

10) Family Hub and Community Integration

- Work as part of the Best Start Family Hub network to promote inclusive access to universal and targeted services
- Support engagement in early years provision, parenting programmes, health services and community resources
- Enable families to access relevant entitlements and support (e.g. childcare, early help, financial support)
- Contribute to the development of an inclusive and accessible Family Hub SEND offer

11) Recording, Monitoring and Outcomes

- Maintain accurate and up-to-date records in line with service requirements
- Evidence outcomes and impact of support, including progress for children and feedback from families
- Contribute to monitoring and evaluation of the Best Start Inclusion offer
- Provide reports and updates to professionals, families and panels as required

12) Safeguarding and Professional Responsibilities

- Comply with safeguarding procedures and contribute to multi-agency safeguarding processes as required
- Maintain up-to-date knowledge of legislation and guidance relating to SEND, safeguarding and early years inclusion
- Participate in supervision, appraisal and continuous professional development
- Maintain professional standards, confidentiality and appropriate boundaries

13) Key Relationships

- Family Hub Managers and staff
- Area SENCOs and SEND services
- Health professionals (Health Visitors, Speech and Language Therapists, Occupational Therapists, Educational Psychologists)
- Early years settings and schools
- Family Hub Coordinators / Navigators
- Voluntary and community sector partners

14) Working Arrangements

- Based across Best Start Family Hubs and community locations
- Travel across multiple sites required
- Flexible working to support outreach delivery

- Occasional evening or weekend working may be required

15) Role Scope and Boundaries

The role is designed to support early, preventative intervention and system capacity building.

The postholder will:

- Provide time-limited, targeted support and guidance
- Support access to appropriate pathways and services

The postholder will not:

- Hold long-term casework or ongoing caseloads
- Provide formal case management or advocacy responsibilities
- Be responsible for commissioning or service design

16) Maintain knowledge of local and national services and initiatives relevant to Best Start and SEND

17) To undertake any other work appropriate to the level and general nature of the post's duties.

18) 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.

19) 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.

20) 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.

21) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency."

22) This post requires an Enhanced DBS and will be supported by Safer Recruitment tools

23) To undertake supervision/management of staff as and when required.

24) 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:
Team Leader- Early Years Inclusion Service