# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Early Years Support and Transition Practitioner

# DEPARTMENT: Children’s Services

# LOCATION: Lewes, Eastbourne or Hastings

# GRADE: East Sussex Single Status 7/8 (Progression to Single Status 8 to be dependent upon completing a relevant professional qualification or stated equivalent level experience)

# RESPONSIBLE TO: Team Leader, ISEND Early Years Service

# Purpose of the Role:

To undertake direct work with children with additional or special educational needs and disabilities, and their families, working in the home, in Early Years settings and schools to support improved outcomes across a range of areas including medical, social, emotional and mental health difficulties.

# Key tasks:

1. Work in partnership with families as a key component of the support that is delivered to improve outcomes for children, ensuring that the families are involved in the planning of interventions at the earliest stage.
2. Ensure that all work delivered within the Early Years is in line with the wider aspirations of ISEND Intervention and Support Services and to work closely with other agencies and professionals to provide coordinated support for children, families, settings and schools.
3. Deliver an appropriate programme for each child allocated support, in conjunction with parents/carers and Early Years settings and other agencies. Support the development of Early Years support plans, and where appropriate help provide information and advice contributing to an EHC plan.
4. To respond to concerns that may be raised by schools, Early Years settings, parents or children, seeking appropriate solutions and keep careful records to monitor progress following support.
5. To demonstrate and model strategies, provide support to develop new skills appropriate to the child’s developmental stage and their specific needs.
6. Link closely with other key support services, attending and contributing to relevant interagency meetings, to ensure that children identified as requiring additional support have appropriate support plans in place to meet their needs.
7. Support settings in completing risk assessments, behaviour plans, and in identifying appropriate strategies for children exhibiting difficult and/or dangerous behaviour.
8. Complete a range of baseline/developmental assessments as required, observe children in home and settings and liaise with Early Years Advisers with regards to appropriate programmes of intervention.
9. Assist other members of ISEND Intervention and Support Services in analysing the needs of children with additional needs, including those from families who have English as an Additional Language and children of GRT heritage, identifying appropriate strategies to support them in and out of class as part of an integrated response.
10. To identify problems and implement strategies to resolve any difficulties via targeted intervention, ensuring that all activity is tracked and outcomes recorded.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Early Years Practitioner

# GRADE: East Sussex Single Status 7/8 (Progression to Grade 8 dependent upon a relevant level 4 qualification or stated equivalent level experience)

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Excellent interpersonal and communication skills and ability to engage with children and their families and a range of professionals.
* Good observation and feedback skills
* Ability to work in partnership with families
* Ability to assess individual needs and monitor progress against desired outcomes
* Ability to develop and maintain good working relationships with staff in Early Years settings and other agencies.
* Good organisational skills
* Ability to identify work priorities and manage own workload to meet deadlines, whilst ensuring lower priority work is kept up to date
* Ability to balance using own initiative against need to seek management guidance
* Ability to analyse complex behaviour and identify key triggers for action in support programmes
* Ability to work in a discreet and sensitive manner, with regard to confidential information
* Ability to communicate complex information clearly and confidently, orally and in writing to a range of audiences, and to give constructive feedback
* Good ICT skills
* A commitment to equal opportunities through non-discriminatory practice
* Ability to converse at ease with customer and provide advice in accurate spoken English
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * QCF Level 2 in English and Maths or equivalent educational level
* Level 3 qualification related to working with young children (e.g. childcare or childhood and education) or equivalent level experience (this must be a minimum of 2 years working directly with children in the Early Years and include experience of children with SEND e.g. nursery practitioner, childminder, Early Years provider SENCO)
* **Progression to Grade 8** dependent upon a relevant level 4 qualification (working with children and young people with Special Educational Needs and Disabilities specialism) or equivalent level experience (this must be in the Early Years Practitioner role, moderated through annual performance management)
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# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * Evidence of recent professional development in Early Years field
* Level 4 qualification in a relevant field
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage  |
| * Understanding of the principles of supporting children with SEND
* Good knowledge and practice in relation to safeguarding and child protection
* Knowledge of school and Early Years settings systems and procedures
* Understanding of issues affecting the families of children with disabilities, special educational needs, and social and behavioural difficulties
* Knowledge of person-centred planning
* Understanding of assessment for outcomes
* Knowledge of EYFS curriculum
* Knowledge of SEND Code of Practice
* Understanding of children’s development needs.
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# Desirable knowledge

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| These criteria will be assessed at the application and interview stage  |
| * Experience of working in an educational setting
* Knowledge of agencies which are available to support young people and their families
* Understanding of issues affecting families who have English as an Additional Language and children of GRT heritage
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# Essential experience

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| These criteria will be assessed at the application and interview stage  |
| * Experience of successfully working with vulnerable children and their families and understanding of their needs
* Experience of conducting outcomes-based assessments of children with complex needs
* Experience of applying a wide range of approaches to work with children and families.
* Experience of working within the principles of key work and integrated practice to deliver on shared priorities
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage  |
| * Self-motivated
* A commitment to achieving the best outcomes for young people
* Professional integrity and confidentiality
* Ability to challenge professionals and parents whilst remaining calm and maintaining effective relationships
* Full driving licence or the ability to demonstrate how you will meet the travelling needs of the role
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**Date (drawn up):** July 2014June 2021 IW

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference:** JE11879

**Health & Safety Functions**

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |