

Job Title – Early Years SEN Inclusion Officer (EYSEN)

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

This role is based within the Educational Psychology and Early Years SEN Service. An Early Years SEN Inclusion officer will work with parents/ carers and Early Years Practitioners who are supporting children with Special Educational Needs and or a Disability. Portage Principles lay at the heart of the service with the development of small step targeted teaching and learning bespoke to individual children being a central part of the role. Inclusion Officers will work with statutory guidance from the Early Years Foundation stage to ensure children are receiving relevant and purposeful teaching and learning experiences that are linked to personalised aspirations and outcomes.

Inclusion officers will support the early identification and intervention agenda advising and guiding skilled and knowledgeable consideration of children's needs in PVI settings and on some occasions pre take up of a setting place. They will model skilled SEND practice and monitor the impact of enhanced provision

To find out more about working for Kirklees please click [here](#)

The Job

As an EYSEN Inclusion officer you will work in partnership with parents/ carers and Early Years, practitioners to support the identification, assessment and planning of interventions for children with SEND

You will provide skilled specialist knowledge and practice linked to the 4 areas of SEND need and children's progress within the EYFS areas of development.

You will build positive relationships with practitioners across a range of childcare settings and will support them in their professional development, knowledge and understanding of SEND processes and practice. This will include statutory duties linked to the 2014 SEND code of practice and the resulting Kirklees pathways.

Inclusion officers will build positive relationships with parents / carers offering home visits if necessary and support families with a key working approach including offering support to plan for admission to an early learning setting.

You will work collaboratively with other EYSEN colleagues to ensure a seamless service for parents / carers and practitioners.

You will contribute to Additional Needs Partnerships (ANP) across the authority under the guidance of the Area SENDCO's.

You will have knowledge and understanding of additional funding streams that are being used to enhance children's provision and outcomes and will support PVI settings to use such funding efficiently and effectively

You will support parents / carers and practitioners with processes linked to the SEN graduated approach including where necessary the EHCP request process.

Job Checklist

As a Kirklees Early Years SEN Inclusion Officer you will:

- Under the guidance of the Lead Teacher for EYSEN and the linked Area SENDCO, respond to individual referrals received into the service and where appropriate offer a consultation based conversation with parent / carer and referrer.
- Provide advice, guidance and support through SEN Support action planning that will identify next steps in meeting children's SEND needs
- Offer time limited interventions which will provide modelled quality first SEND practice and on occasions specialised teaching and learning approaches. This will be supported by the Lead Teacher for EYSEN, Area SENDCO and or Early Years lead for Complex Social Communication and Interaction
- Link closely with children's Parent's / carers, key workers and SENDCO's facilitating collaborative partnership working and a shared understanding of planned outcomes and targets
- Hold sharing of information meetings with EYSEN Portage Home visitors at the point of transition from Portage support to Inclusion Officer Support.
- Support transitions for children with SEND across a range of contexts including home to setting, within setting moves and PVI setting to maintained or Academy settings
- Make links with multi-agency partners involved in the support of children with SEND and facilitate collaborative working where appropriate so a holistic shared approach to meeting needs is in place.
- Work closely with Area SENDCO's to monitor the use and impact of the Access fund / DAF and EYPP feeding back to the Lead teacher for EYSEN on a termly basis
- Contribute to training and Networks where appropriate
- Attend multi-agency meetings where needed including Support Planning Meetings, TAF and TAC meetings and safeguarding meetings.

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You will be a friendly, calm and organised person who has a passion for inclusive high quality practice for all children.

You will have excellent communication skills and a good understanding of what constitutes professional practice.

You will work in a calm and measured way and will seek support and guidance when needed.

You will be reflective in your practice and be willing to try new approaches.

You will be flexible and creative in your work when needed.

You will have the ability to manage your time efficiently and effectively and maintain accurate electronic records.

You will enjoy working both as part of a team and as an individual

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation

This role is at Grade 8. To find out more about Council Behaviours and Expectations please click [here](#). These will be tested throughout the selection process.

Person Checklist

- Experience of working with pre-school children in the PVI sector and experience of working with children with a range of additional SEND needs
- Minimum of Level 3 qualification in child development
- Experience of working as a SENCO or working very closely with setting SENCO
- Evidence of a good general education
- A thorough understanding and awareness of observation, assessment and planning approaches using the EYFS and other teaching and assessment tools to identify next steps in children's learning
- A sound knowledge of the 2014 SEND Code of Practice and Early Years duties linked to this.
- Some knowledge of Portage Principles and a willingness to undertake the Portage accredited training if not completed already
- A willingness to undertake Level 3 Early Years SENDCO Training
- Experience of the assess plan do review cycle and the graduated approach
- Experience of writing SMART outcome focussed targets for children with SEND and some knowledge and understanding of specific Kirklees SEN Support processes.
- Experience of monitoring and reviewing SMART targets at Individual Education Plan level and My Support Plan level
- A willingness to engage in continued professional development
- Excellent communication skills and an ability to maintain positive professional relationships
- Knowledge of single assessment and safeguarding procedures and a willingness to undertake all mandatory training
- Competent IT skills and an ability and willingness to take on board new technology.
- Travel is an essential part of the job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of your time. It is essential that you hold a full and valid driving licence and have a car available for work.
- An enhanced DBS check will be required for the role and a willingness to undertake all mandatory training.

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: *In order to be shortlisted for this job please demonstrate in your application how you meet the Person Checklist.*