

First Steps Enterprise Limited / Granby Children's Centre
Job Description – Special Educational Needs & Disability Link Worker
Pay: £10.54 per hour / 17.5 hours per week (2.5 days)
Fixed-term (ideally from 19th September 2016 and then) to 31st March 2017

Primary Purpose Of The Job:

To support the Children Centre in the provision of a high quality integrated children's service with specific responsibility to coordinate the support provided by the centre for young children special educational needs and disabilities and their families.

Directly Responsible To:

Children Centre Services Co-ordinator/ Manager

Directly Responsible For:

N/a

This Post Is Subject To Disclosure:

Enhanced DBS, plus two references

Main Areas Of Responsibility:

- Facilitate universal early learning groups to support children's speech language & development, therefore the person must have sound knowledge of normal levels of language development for children 0-5 years.
- Supporting parents of children with additional needs
- Co-ordinating services and agencies to provide a package of support via EHAT.
- Work with PVI settings developing language enrichment and tracking children's progression.
- Facilitate targeted groups for children with complex additional needs.
- To provide support for individual children as appropriate within the Children's Centre.
- To work in partnership with parents and carers providing support and information about services on both an individual and group basis.
- To take the lead on the promotion of inclusion strategies within the Children Centre
- To provide curriculum support to colleagues in order to promote inclusion through the Early Years Foundation Stage Framework.
- To actively promote a language enriched environment in the early years.
- To ensure that appropriate IEPs are in place where required, that reviews are held and that records are comprehensive and up to date.
- To identify staff training needs and resources with respect to SEN/disability and to work with the Children Centre Service Co-ordinator to ensure these are included in the centre's training plan.
- To co-ordinate referrals to Neighbourhood Early Years Team
- To work collaboratively with organisations & professionals to support children with SEND who live within the Children Centre reach area.

- To liaise with other nurseries and providers, and with schools to support transition to and from the centre.
- To attend all team meetings as required.
- To attend regular KITs meetings as part of the performance management framework, and participate in individual and team training and development activities.
- To promote the safe guarding of children in accordance with the council's framework for the care and protection of children.
- To support the daily operation of the Centre by working with other team members to provide cover for Early Years Practitioners and ensure adult: child ratios are met.
- To actively promote the Equal Opportunities Policy of the Council.
- The post holder may also be required to carry out, as necessary, any other duty deemed to be commensurate with the grade and status of the post and the skills and experience of the post holder.

Person Specification

*Note: * denotes essential.*

Qualifications and Training

- NVQ level 3 or equivalent professional qualification in health, social care, childcare, or education. *
- Evidence of professional development on SEN related issues. *

Experience

- Experience working in a community setting in special needs/ disability. *
- Experience working with vulnerable groups. *
- Experience working with children under five years and their families. *
- Experience working with BME population.
- Experience of interagency / partnership working. *
- Experience leading and facilitating groups.

Skills/Abilities

- Knowledge of Neurodevelopmental conditions including ASD, ADHD as they relate to children under 5 years and their parents*
- Understanding of the wider determinants of disability inequalities
- Knowledge and understanding of Children's Centre services and their aims. *
- Knowledge of key national guidance, e.g. Early Years Foundation Stage, Every Child Matters framework; Sure Start Children's centre guidance on SEN, and its relevance to children and families. *
- Ability to demonstrate a working knowledge of early child development birth -5 years.
- Ability to work effectively as a team member and have a commitment to joint working practices. *
- Ability to engage and work with parents, including those from vulnerable families and parents who have found it difficult to access services. *
- Ability to liaise with a range of other professionals. *
- Ability to organise training activities.
- Good communication skills. *
- Ability to use basic word processing, spreadsheet software, internet and email. *

Commitment

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council. *
- Willingness to undertake further professional development activities*

Other

- This post is subject to Enhanced Disclosure & Barring Service checks*
- A satisfactory sickness record over the previous two years (subject to the need to act with consistency and fairness and to pay particular attention to equality of opportunity issues such as sickness related to a disability and/or pregnancy). *
- Driving licence, use of own car insured for business purposes strongly desirable

Other Details:

- Pay; £10.54 per hour
- Number of hours per week: 17.5
- Annual leave based on number of hours worked per week and over the contract fixed-term period. This is done on a pro-rata basis of 25 days leave/175 hours,
- If the period of work covers any Christmas shutdown period of the centre, workers will be required to take hours from their leave allocation for this for the days they normally work – e.g. if a normal working day is a Monday but not a Tuesday, the worker would take the Monday as leave but not the Tuesday (non-Bank Holiday days)
- Bank holidays are additional where they fall on a worker's normal working day only.
- Place of work: Granby Children's Centre
- Fixed-term in line with offer letter, initially until 31st March 2017. Any extension beyond this period is possible but not confirmed, and is subject to funding and commissioning arrangements
- This post is funded through the placement children centre.