

**First Steps Enterprise Limited &
Tuebrook, West Derby & Yew Tree Children's Centre
Special Educational Needs & Disability Link Worker (2 positions)**

Pay: £20,903 per annum

Number of hours: 35 per week

Length: Initially fixed term until 30th September 2021

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.

All About SEN & Disability Worker Job Role

The position of Special Education Needs Co-ordinator is a diverse role where no two days are the same Children & their Families are individuals with differing needs & interventions. If you enjoy being exceptionally busy, working in a thriving and stimulating environment whilst gaining a great deal of job satisfaction you will enjoy the role of SEND Worker.

Early Intervention & Early Help support is a key aspect of this role. You will be undertaking Early Help assessments, Team around the Family Meetings to co-ordinate and engage the support the Child needs. This will involve liaising with various partners from SALT, Alder Hey, and Health Visitors to Nurseries, Schools and Early Years Consortia. This will require excellent communication & interpersonal skills.

The role involves developing and delivering services & individual support to Children with additional & special education needs to both them and their Families.

You will be facilitating group sessions, working with Parents to increase their knowledge & understanding as to how they can support their child's development. Modelling effective strategies to enable Parents to observe and apply themselves.

You will be working with Children & parents in their own homes helping parents to strengthen the skills they have already and promote a positive learning environment at home. Our overall aim is to ensure the children have optimal opportunities to reach their potential are ready to learn and transition to nursery or school.

You should have sound knowledge of Early Years and the development of children from birth to five years. Another key aspect of this role is early identification of Speech, Language & Communication delay and working with Parents giving advice, guidance & strategies to assist them to support their child's SLC needs. A graduated response maybe required & children move between universal, targeted & specialist support. Your role will be to assist the Family along this journey.

Using your observation, knowledge & experience be able to identify early where a child is in needs of additional interventions and with Parents source the support they need.

Your interpersonal skills will be key in establishing trust to form relationships with Parents/Carers to ensure their co-operation to work with you to achieve the best outcomes for their children. Parenting is a difficult job and most parents at some point need additional support. The Children Centre offers a wide range of Parenting Courses which are facilitated by all members of the team.

The successful candidate will receive training to deliver Parenting Programmes such as Tots Talk, Parents & Play and Sleep Workshops.

We are looking for a committed, pro-active SEND Worker who is committed and dedicated to improving children's life chances.

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:

- 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 undertake Early Help Work (EHAT & Single Agency work) and provide individual, customised Early Help interventions to Children & their Parents.
- To ensure that children are in receipt of the appropriate support, that assessments are undertaken, plans are in place, TAF reviews are held.
- Ensure accurate and timely record keeping.
- To provide support & interventions to Parents whose Children are experiencing delay in Speech, language & communication. Both individual & group work.
- To be the designated Special Educational Needs Co-ordinator for the Children Centre and to monitor the implementation of the SEND Code of Practice.
- To provide curriculum support to colleagues in order to promote inclusion through the Early Years Foundation Stage & early learning goals
- To actively promote a language enriched environment in the early years.
- 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 the appropriate agencies to provide support to children (SALT, Alder Hey, Physiotherapy etc)
- To work collaboratively with partners including Health Services, Nurseries, Schools, Early Years Consortia and other professionals to support children within the Children Centre and its reach area.
- To liaise with PVI settings and 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 safeguarding of children in accordance with the council's framework for the care and protection of children.
- 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 to Applicant: In your application, you should provide evidence of meeting all points on the person specification, particularly those marked * as these are key criteria.

Qualifications and Training

- NVQ Level 3 in child care and education, NND, social work qualification or equivalent.*
- A commitment to undertake further training and development*

Experience

- A minimum of two years experience of providing support for vulnerable children with special educational needs/disabilities.*
- A minimum of 2yrs Experience of working with children aged 5 and under.*
- Experience of working in partnership with parents.*
- Experience of collaborative and multi-agency working to support vulnerable children or children with special educational needs/disabilities.*
- Experience of working with children and families in their homes.
- Experience of normal language development in children under five

Skills/Abilities

- Ability to work as part of a multi-agency team to support children with SEN/Disability who live in the reach area of the Children Centre.*
- Ability to work in an inclusive manner in a variety of settings.*
- Knowledge and understanding of current issues regarding SEN and disability, including the SEND Code of Practice.*
- Knowledge and understanding of relevant legislation (i.e. Children Act 1989) and national guidance and policy for Early Years.

- Knowledge of the learning framework for children (i.e. Early Years Foundation Stage Guidance.)
- Knowledge of Speech, Language & communication strategies to promote & enhance Childrens SLC.
- Ability to record observations of children's learning & development to a high standard.*
- An ability to collate information to assess & identify Children's needs and develop individual children's care plans and reviews.*
- An ability to ensure that activities provided meet the specific needs of individual children from birth to five.
- An ability to consult, understand, negotiate and respond to local need.*
- Ability to identify staff training needs and resources with respect to SEN/Disability.

Commitment

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council. *
- A commitment to Sure Start aims, objectives and principles.*
- A firm commitment to promoting the inclusion of children who may be vulnerable or have SEN/Disabilities in mainstream settings wherever possible.*
- Commitment to inclusion, equality and partnership with children, parents and carers.*
- Awareness of and commitment to the council's policies and procedures particularly Equal Opportunities and Customer Care.

Other

- Good standard of Computer and IT skills *
- Willingness to travel between Children Centre settings and nurseries as required either by car or public transport.*
- To undertake training and supervision as required by management.*
- To work flexibly to support the overall operation of the centre.*
- This post is subject to Enhanced DBS Disclosure

Other Details:

- TWO positions are being recruited to
- Wage – £20,903 per annum
- 35 hours per week
- Fixed term initially until 30th September 2021
- Placement: Tuebrook, West Derby & Yew Tree Children's Centre (1 centre over 3 sites)
- This post is funded through the placement children's centre.
- The post is subject to all checks highlighted above.
- The post is subject to a 12-week probationary period.
- Application form here - <https://firststepsenterprise.co.uk/vacancies/>