

EARLY YEARS ALLIANCE  
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>SENIOR CHILDREN WITH DISABILITIES PRACTITIONER</b>
<b>BASED:</b>	<b>AGREED CHILDREN CENTRE</b>
<b>DEPARTMENT:</b>	<b>BUSINESS DEVELOPMENT</b>
<b>RESPONSIBLE TO:</b>	<b>CHILDREN WITH DISABILITIES CWD MANAGER</b>
<b>RESPONSIBLE FOR:</b>	<b>CHILDREN WITH DISABILITIES PRACTITIONER</b>

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**JOB PURPOSE:** To support all children and young people with a disability or complex health need, working together for all children, young people and families to be happy, healthy, safe and the best they can be. To achieve this aim, the post holder will: provide leadership and management for operational staff ensuring a high-quality service and provide children aged 0-18years with disabilities and their families high quality targeted early educational learning and targeted support that promotes self-confidence and independence working as part of an integrated team.

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**SAFEGUARDING REQUIREMENT:**

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

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**MAIN DUTIES:**

Early Learning Support Provision

1. To lead and facilitate high-quality sessions for children with disabilities or complex health need in their early years up until they transition into full time education (Reception Year) while providing parents and caregivers a suitable break from their caring responsibilities.
2. Plan and facilitate sessions that align to the Early Years Foundation Stage (EYFS) Curriculum, with a focus on closing the attainment gap between CWD and their peers while ensuring children's personal care, and where appropriate health needs are met.
3. Plan and lead facilitation of Stay and Play sessions that will support children, parents and caregivers where possible to fully access mainstream provision, provide information and guidance while sharing key messages alongside ways to support play and learning in the home environment.
4. Work as an integrated team ensuring partnership working and co-delivery with key partners, in particular, Early Years and Family Service, the Portage Service and Health

Visitors to ensure a joint understanding of need ensuring children access the right service at the right time.

### Targeted Positive Activities

1. To lead and facilitate high-quality community, youth groups and holiday sessions for children with disabilities or complex health needs from 5 to 18 years in local community venues while providing parents and caregivers a suitable break from their caring responsibilities.
2. Plan and facilitate these groups and sessions providing a range of appropriate and suitable activities in a safe and welcoming environment, led by the preference and capability of the attending comparable with their peers that promote self-confidence and independence whilst remaining suitable and safe for their abilities.
3. Ensure opportunities are maximised to support attendees to live safely in their family home, access their local community, maximise their independence, develop peer group relationships, and help them to reach their full potential encourage self-care, to do things for themselves, as much as they can and enhance their independence.
4. Work as an integrated team ensuring effective partnership working with key partners, that may include, schools and colleges, GPs, Health services, voluntary organisations, Children's and Adults Social Care or SEND Teams, Children's Centres, and other Customer's Children's and Adult services.

### General

1. To provide leadership and performance management of staff employed to plan, facilitate, and evaluate the designated commissioned services, ensuring appropriate performance management takes place. This will include induction, supervision meeting's, team meetings, and SMART target setting.
2. Plan, assess and track and monitor children and young people's progress, particularly in relation to relevant outcomes within their Education, Health, and Care Plan (EHCP), where applicable, and self-confidence and independence using various tools such as Tapestry and Outcome Wheels.
3. Support parents and caregivers to access advice and support from the Local Offer and promote peer group participation, learning and engagement encouraging mutual support networks to children, young people and their families.
4. Keep abreast of any changes in children and young people's care plans ensuring effective communication and understanding fully with the staff team in relation to any changes or concerns with individual children/young people.
5. To complete relevant forms, registers, and other documentation to meet deadlines providing data and information to support the completion of monthly, quarterly and annual performance reports and complete case studies.
6. To communicate effectively and competently using various methods to share information with other professionals, agencies and partners including verbal and written reports, and when required for Child and Family Progress Plan and/or EHCP meetings.
7. Work closely with the Children with Disabilities Manager to agree and plan staffing levels and rotas and plan and agree delivery sites.
8. To mentor, support and direct volunteers and workplace student placements.

9. To be responsible for ensuring any health and safety checks and risk assessments are undertaken for delivery in outreach venues or when keyholding within centres, ensuring that any issues/incidents associated with service delivery are recorded and reported following and adhering to all appropriate Health and Safety, Food Hygiene and Food Standards policies and procedures.
10. To participate in quality assurance processes and inspections by Ofsted and any other external bodies following any action plans as a result directed by the Service Manager.
11. To provide peer support, mentoring and guidance to children with disabilities practitioners, educators, volunteers, and work placement students.
12. To understand and comply with the Early Years Alliance and Lincolnshire County Council Children's Services policies and procedures, including health and safety, and child protection, in a manner that promotes equality of opportunity and access, and fosters anti-discriminatory practice.
13. Carrying out all duties and responsibilities in compliance with the policies and procedures of the Lincolnshire Safeguarding Children's Board.
14. To maintain confidentiality and keep accurate up to date records within data protection guidelines.
15. To complete all relevant Alliance training and LSCP training and attend in-service training and team days across Lincolnshire.
16. To work flexibly across both services to enable the service to be responsive to the developing needs of the service users Monday - Saturday including evenings and weekends as directed by the line manager.

### **EQUALITIES:**

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti- racism issues.

### **POLICIES AND PROCEDURES:**

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

*This job description is not an exhaustive list of duties, and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.*

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## **PERSON SPECIFICATION:**

### **Essential Criteria**

1. NVQ Level 3 in Early Years/Childcare or equivalent and/or have relevant demonstrable experience of working with children with disabilities or complex needs in their Early Years.
2. NVQ 3 Youth/Play work or equivalent and/or have relevant demonstrable experience of working with children with disabilities or complex needs age 0-18 years.

3. Proven experience of working in a similar leadership and management role.
4. Understanding and knowledge of meeting the individual needs of disabled or complex health needs children and young people.
5. Proven effective communication skills – able to communicate effectively in person and in writing, with professionals, staff, early help and social care teams and other professional and organisations.
6. Experience of working as a integrated team with other professionals such as social care, early help teams, educational providers, local voluntary organisations and other partners.
7. Knowledge and understanding of recognising impact and outcomes and using outcomes measure systems, such as but not limited to, Tapestry and outcomes wheels.
8. Knowledge of the aims, objectives and ethos of Children's Centres, Family Centres and other national developments of services for children and young people 0-18 years.
9. Good understanding and knowledge of Safeguarding children and young people and relevant safeguarding processes and procedures.
10. Good IT skills including use of Microsoft Office suite, including Word, internet, excel and email.
11. The experience or knowledge in planning and facilitating sessions in life skills such as cooking, gardening or sports etc.
12. Commitment to Early Years Alliance aims and strategic objectives.
13. Able to demonstrate an understanding and commitment to equal opportunities, inclusion and diversity.
14. Willingness and commitment to continued professional training and development.
15. To work flexibly across the week, including evenings and weekends to meet the needs of service delivery.
16. Able to demonstrate an understanding of the Alliance's performance standards and values.
17. Ability to travel between locations and sites independently to the identified activity/venue is essential.

**Core management competencies** - Please refer to Appendix 1 for details of the core management competencies that managers are expected to work to.

- Leadership
- Managing people
- Managing teams
- Communication
- Customer awareness
- Problem solving
- Planning and resource management
- Taking care of yourself



## Desirable Criteria

1. Leadership and management qualification.
2. Experience of supporting and working with families with children and young people with disabilities or complex needs.
3. Knowledge and understanding of the process and action of an Education Health and Care plan or EHC Plan.
4. Solihull Parenting approach, Triple P, Five to Thrive and/or other recognised parenting programmes.
5. Fluent in other languages.

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## TERMS & CONDITIONS:

**Grade: 3A**

**Hours: 28 per week**

**Salary Range: £19,098 per annum**

**Mileage: 35p per mile from agreed base**

**Annual Leave: 25 days plus 8 Bank Holidays (pro rata for part-time)**

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

**Pension:** The table below shows what the base contributions are. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

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## JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.



Name of post holder:

Signature:

Date:

## **Core Management Competencies**

### **Leadership**

- Has a good understanding of the charity's vision and strategy and inputs effectively into the operational plan for their team/department/DSP/Business Hub.
- Thinks strategically and clearly relates goals and actions to the strategic aims of the charity.
- Communicates the need for quality and continuous improvement and influences good practice through own example.
- Inspires people to deliver results, high standards and sets clear objectives for self and the team, taking appropriate and timely action to ensure targets are achieved.
- Creates and supports a culture of creativity, innovation and critical thinking throughout all activities and employees within areas of responsibility.
- Manages change effectively and clearly communicates the need for it to the team, providing them with support to effect it.
- Understands the need to safeguard all children in the context of his/her role and ensures the team understand safeguarding responsibilities relevant to their roles.

### **Managing people**

- Is effective at recruiting, developing and motivating a diverse range of people.
- Clearly informs employees of their tasks and responsibilities, ensuring employees understand and work in line with the charity's policies and procedures.
- Holds regular one to one meetings, sets and monitors S.M.A.R.T objectives and gives constructive feedback designed to improve future performance.
- Delegates effectively and adopts a management style which encourages trust, collaboration, commitment and enthusiasm in order to gain high levels of performance from all employees.
- Encourages and stimulates others to make the best use of their talents to develop further using coaching techniques.
- Acknowledges and records achievements; gives praise where appropriate.
- Adapts his/her management style as the situation necessitates.
- Supports staff to achieve a good work/life balance which includes regular breaks, the opportunity to disconnect and to participate in enjoyable activities.
- Offers support to enable staff to take care of themselves, both physically and mentally.

### **Managing teams**

- Knows the team's strengths and abilities and makes best use of the talents of employees.
- Supports the development of his/her team through regular discussion and team meetings which encourage two-way communication and sharing of ideas and expectations.
- Deals effectively and openly with negative issues and conflict and builds a team which has respect and consideration for each other's role.
- Coaches and motivates the team to strive towards contributing to the achievement of the strategic plan.
- Fully involves team in forthcoming issues so that individuals and team goals can be anticipated and planned together.
- Ensures that his/her team works in collaboration with other teams across the charity.
- Creates a learning and supportive environment.

### **Communication**

- Communicates in a variety of ways with people at all levels and adopts a communication method appropriate for the listener or audience.
- Actively listens, asks questions, clarifies points and establishes a mutual understanding.
- Presents information clearly, concisely and confidently to individuals and groups.
- Communicates complex ideas, problems and difficult messages in ways that promote understanding.
- Uses excellent communication skills to negotiate, influence and persuade others.
- Is aware of non-verbal communication in self and others.
- Makes full use of IT to communicate effectively and uses social media responsibly, in line with the charity's policies and procedures.

### **Customer awareness** (internal and external service users)

- Understands the environment in which the charity operates and the impact on its customers.
  - Understands the diverse needs of customers that use our services and proactively strives to provide a service that is flexible and responsive to their changing needs.
  - Uses feedback mechanisms to evaluate and review services to consistently deliver a high-quality service.
  - Strives to produce real improvements in the way services are delivered to customers.
  - Creates and maintains meaningful relationships and understands collaborative and partnership working.
  - Deals with the concerns of customers in an appropriate manner, in line with Charity's policies and procedures.
- Is mindful of professional boundaries when interacting with customers.

### **Problem solving**

- Identifies and acknowledges problems and critical issues in a timely manner.
  - Analyses relevant data and information and tests assumptions in order to deliver the best solutions whilst keeping a clear focus on key issues and goals.
  - Anticipates and reviews problems in order to ensure contingency plans are in place.
  - Collaborates with others in order to draw on their expertise to achieve best possible outcomes.
- Makes decisions that minimise organisational financial loss, loss of reputation or legal challenges.

### **Planning and resource management**

- Effectively manages self.
- Being proactive in seeking out new initiatives which deliver desired outcomes.
- Demonstrates sound knowledge of financial management and business planning.
- Obtains and allocates resources sufficient to meet objectives and manages resources and skills well.
- Produces effective plans that have clear priorities, realistic milestones, sound review mechanisms and takes into account all available information.

### **Taking Care of Yourself**

- Manages work/life balance and can disconnect outside of work time.
- Builds in physical activity, and fresh air where possible, into daily routine.
- Recognises that it is important to take regular breaks to maintain mental wellbeing.
- Acknowledges, and is open and honest around needs for workplace support and flexibility; considers the needs of others.
- Demonstrates resilience when managing personal challenges and seeks help when

necessary.

- Takes time to do something enjoyable every week.