

**JOB TITLE:** Inclusion Development Officer

**GRADE:** H9

**REPORTS TO:** Lead Teacher (Early Years)

**DEPARTMENT:** Integrated Services for Learning

**TEAM:** SEND Specialist Advice and Support Service

## **PURPOSE OF THE JOB**

- To provide systemic support, advice and training to Private, Voluntary and Independent (PVI) Early Years settings and Maintained Nurseries in helping meet the needs of children 0-5 with SEND
- To provide equity of services across PVI and maintained settings
- To be a named point of contact for a designated cluster of settings, both PVI and maintained
- To promote inclusive practice enabling children with SEND to have their needs met in their local Early Years provision
- To share knowledge and deliver training on current legislation, policies and new initiatives
- To support settings with developing partnership-working with parents, carers and families of children with SEND
- To work collaboratively with staff, colleagues, parents and carers to support effective transitions between home and settings
- To work with colleagues to develop knowledge and expertise in an agreed specialist area of Early Years inclusive practice
- To help settings engage with integrated practice and early identification of needs

## **MAIN AREAS OF RESPONSIBILITY**

- To provide information, advice and support to staff working in Early Years settings
- To ensure all members of staff have a clear understanding of the needs of children attending their setting

- To actively promote inclusion by offering advice on strategies, interventions and resources, and modelling approaches to staff in settings
- To empower staff to provide targeted support for children with SEND in their setting. Where more individualised support is required, IDO will support with referral if appropriate
- To support settings with collating APDR evidence, including advice given from other professionals
- To act as first point of contact to support early identification of need and early intervention
- To sign-post for referral to the EY SEND SAS Service or other avenues of support
- To develop high-quality training materials and lead the delivery of training programmes and workshops as directed by the Early Years Lead Teacher
- To co-ordinate, develop, and lead regular cluster meetings and SENCo training for all settings within the area to ensure that SENCOs are equipped to meet their statutory duties under the SEND Code of Practice
- To ensure all settings within the cluster are aware of and understand how to engage with their local DSPL
- To advise and support settings where inclusive practice is a concern and work with them to establish a systemic approach to supporting children 0-5 with SEND
- To liaise with the Early Years Lead Teacher and relevant Specialist Advisory Teacher to keep them informed about settings causing concern
- To report on actions being taken to support identified settings and progress towards improving specific areas of concern
- To contact settings within the cluster regularly to assess training and development needs e.g. using core Inclusion Practice Statements. Contact to include visits, telephone calls, e-mail, and regular cluster meetings
- To use knowledge and expertise in an agreed specialist area to support the professional development of colleagues by:
  - Being a point of contact in relation to this specialism
  - Developing a bank of resources/information and providing guidance for colleagues about how these can be used
  - Keeping abreast of initiatives, training and developments in their specialist area and cascading to colleagues

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **PERSON SPECIFICATION**

- Educated to Degree Level or equivalent in a child-development related discipline
- Experience of working with children (0-5) with a range of SEND in Early Years settings
- Experience of providing support, advice and mentoring to Early Years practitioners

- Ability to lead and motivate Early Years providers to implement changes to improve and develop inclusive practice
- Excellent verbal and written communication skills
- Proficient in the use of technology e.g. laptop, iPad etc.
- Ability to work independently in settings and seek guidance from the Early Years Lead Teacher or Specialist Advisory Teacher as required
- Ability to work as part of a team and in collaboration with a range of partners including setting staff and other professionals
- Sound judgement and analytical ability in order to understand the needs of children with SEND and the context of the setting in order to provide appropriate support
- Comprehensive knowledge of the SEN Code of Practice and key national initiatives
- Ability to travel independently to visit service users – access to a vehicle and current driving licence required

### **Additional Information:**

#### **Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer-facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, both verbally and in written format.

#### **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to inform your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly re-checks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Equality and Diversity**

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on [hertfordshire.gov.uk](http://hertfordshire.gov.uk), on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.