

Early Years Advisor for children with SEND
Full Time- Permanent Contract
Salary- Band 4 on Cognus pay scale, points 58 to 72 dependent on experience
(£42,410 - £52,239)
Location: Cognus Denmark Road, Carshalton

An exciting opportunity has arisen to join a forward thinking Team of Early Years Advisors, to lead on improving provision for young children with SEND across the London Borough of Sutton.

Working with Early Years settings, you will play a key role in ensuring children with SEND have the best possible start in their early education, to improve their outcomes.

The successful applicant will have a sound understanding of quality Early Years practice and provision, as well as a good understanding of duties and obligations under the 2014 SEND Code of Practice.

The post holder will provide advice, guidance, and support to empower Early Years SENCOs and practitioners to identify children's needs early. You will ensure children are fully included and able to realise their true capabilities and achieve their aspirations following a graduated approach in line with the SEND Code of practice. You will be expected to deliver training, complete visits to settings, conduct child observations and offer advice and guidance to providers regarding strategies, SEND processes and funding. You will be focusing on improving early identification in the early years sector, ensuring children get their needs met at the earliest possible stage in life.

The EYFS Team, work with a range of multi-agency partners and stakeholders, therefore, the postholder will be expected to support a coordinated approach to ensure children's needs are met at the earliest possible time and can access the EYFS curriculum.

The Post offers the opportunity to join a small yet dynamic Team of highly motivated Advisors in a Local Authority where quality of provision is higher than National averages.

The post holder will report to the Head of SEND Support within Cognus

Essential criteria for the role:

- QTS and an experienced SENDCo with the national Award for Special Educational Needs Co-ordination PG Cert
- Recent experience of working with children with SEND in an early year's setting
- Ability to be able to work with a range of internal and external partners including education, health, and social care
- Experience in writing and delivering training and presentations
- Experience of leading and supporting others
- Experience of completing child observations and providing feedback





- Strong knowledge and understanding of the SEN Code of Practice, Early Years Foundation Stage and Ofsted inspection framework
- The ability to work as part of a team
- Sound knowledge of safeguarding procedures
- Organisation and time-management skills-needed for prioritising and balancing a busy and varied workload

You will give us great commitment and in return we offer an excellent package including:

- i) regular support and supervision;
- ii) flexible working;
- iii) workplace pension scheme;
- iv) salary £42,410 - £52,239 per annum;
- v) 28 days annual leave pro rata (inclusive of three between Xmas & New Year);
- vi) Perkbox and Sovereign Healthcare Cashback plans

If you are interested and would like to be considered for this role, please apply to recruitment@cognus.org.uk with a CV and covering note (of no more than two sides, minimum font size 11) outlining your suitability. The deadline for receipt is **midnight on 7th May 2021**. Candidates are requested to be available via on-line interview.

If you would like to find out more about this exciting opportunity, please contact Jane Morgan (07984 757661, jane.morgan@cognus.org.uk) for an informal discussion. **Interviews to be held on Friday 14th May 2021.**

All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed prior to commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and the Local Safeguarding Children's Board.

We have several other roles we are recruiting to at different levels within Cognus. Please get in touch for an informal conversation about these and other opportunities if you or anyone else you know may be interested in working with us.



JOB DESCRIPTION

POSITION:	Early Years Advisor for children with SEND
TEAM:	Early Years
REPORTS TO:	Head of SEND Support
RESPONSIBLE FOR:	Support highly quality provision in the early years for children with a special educational need and/or disabilities
SALARY	£42,410 - £52,239

JOB SUMMARY

This job role is specific to Early Years to ensure high quality provision is developed and maintained for everyone with a particular emphasis on children with a special educational need and /or disability, as guided by the SEND Code of Practice 2014. This will include offering advice and guidance to settings, report writing, delivering training and network meetings and being part of multidisciplinary team meetings across the Borough and beyond. This role supports the links between education, health and social care to help ensure that children with SEN/disability have appropriate early years provision.

PRINCIPAL ACCOUNTABILITIES

1. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Cognus Limited, the School and Sutton Council's Safeguarding Children's Board.
2. To ensure that you bring enthusiasm and forward-thinking ideas, to challenge and improve quality across the Local Authority and Cognus to continue its ongoing success.
3. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work; and co-operate with Cognus/LBS to enable them to perform or comply with their duties under statutory health and safety provisions
4. To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices
5. To promote equality and inclusion, particularly for disadvantaged families, children looked after, children in need and children with disabilities or special educational needs by removing barriers of access to early years education and working with parents to give each child support to fulfil their true capabilities
6. To ensure that all children receive high quality early years education, as reflected in the Early Years Foundation Stage.
7. To ensure a cohesive joined up approach to improving outcomes for under 5s across the whole of the early years sector, so that children are school ready.



COMPETENCIES

The main duties and responsibilities of the postholder are indicated below although other duties of an appropriate level and nature will also be required.

- a) To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Cognus Limited, the School and Sutton Council's Safeguarding Children's Board
- b) To have a key role in the Early Years Team improving the quality of provision, promoting good Early Years pedagogy in settings across the London Borough of Sutton, to enable improved outcomes for children at the end of the Early Years Foundation Stage – especially those with a special educational need and/or disability
- c) To use available data to effectively inform targeted support work in settings for children with SEND to enable improved outcomes.
- d) To offer an appropriate level of support to SENCo's as part of an established approach offered across the Borough, to ensure that children with SEND are supported in their early years settings and therefore make best possible progress.
- e) To be a part of the Early Years Strategy group, to support improvements being made for children across the Borough.
- f) To be a member of the Early Years Inclusion Fund panel, to ensure that financial resource is allocated fairly and in line with guidance
- g) To be part of a team that delivers termly meetings and training for SENDCos and contributing to other Early Years Meetings so that those working with children are effectively supported in their role and good Early Years practice is promoted.
- h) To advise early years settings with ideas and information to narrow the gap between the % of children with SEND who achieve a Good Level of Development at the end of the EYFS and their non-SEND peers.
- i) To advise childminders regarding supporting any Early Years child with SEND
- j) To keep accurate records, prepare regular reports and maintain appropriate documentation relating to work undertaken.
- k) To keep abreast of Department of Education (DfE) guidance, Ofsted, the SEND Code of Practice and relevant National and Local current issues.
- l) To have a good knowledge regarding child development and being proactive in your own CPD.
- m) To ensure that any advice communicated to providers is accurate, correct, consistent, and well presented in a professional, clear and accessible format.
- n) To encourage practitioners to access appropriate training courses
- o) To work closely with schools and the PVI sector to promote better partnership working to ensure smoother transitions for children moving between schools and settings.



REPORTS TO:	Head of SEND Support
SUPERVISES:	None
FINANCIAL RESPONSIBILITIES:	No significant financial responsibilities. May be required to purchase materials or handle expenditure on off-site activities in the absence of the manager.
CONTACTS:	Children and young people. Parents and carers. Schools and other professionals. Wider Cognus team.

GENERIC OBJECTIVES:

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Safeguarding and protection of children
- b) Health and safety
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care

SAFER RECRUITMENT TO ENSURE SAFEGUARDING AND PROTECTION OF CHILDREN:

An offer of employment is subject to safer recruitment practices which includes an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of immigration status, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment).

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.

PROCESSING OF PERSONAL/SENSITIVE DATA:

The General Data Protection Regulations 2018 (GDPR) requires that those retrieving, processing, providing and monitoring information (i.e. the employer) must obtain consent from data subjects (i.e. the employees) for its legitimate use without compromising the identity of the individuals. By submitting your recruitment application for consideration and subsequently accepting an offer of employment following the interview assessment, you hereby agree and give informed consent to





Cognus Limited to anonymise and publish some personal data provided by you to us for monitoring purposes.

CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure and action taken can include dismissal without notice.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.



PERSON SPECIFICATION

Post title: Early Years SEND Advisor		
No	Descriptions	Criteria
a)	Values safeguarding practices and the protection of children and young people, understands and engages with policies and practice to achieve this aim.	E/I/S
Equal Opportunities		
b)	Demonstrate an understanding of and commitment to Cognus policies in relation to Equal Opportunities, Diversity and Inclusion and demonstrate the ability to implement these policies in their daily practice	
Qualifications		
c)	Qualified Teacher Status (QTS)	E
d)	National Award for SEN Co-ordination	D/I
e)	Early Years SENCO Award	D/I
f)	Evidence of further relevant professional qualifications	D
Technical Skills		
g)	Able to take ownership of their responsibilities, meet deadlines and understand accountability of the role and service	
Knowledge		
h)	Clear understanding of what constitutes high quality provision, teaching and learning in early years-particularly for children with a special educational need and/or disability	E
I)	A thorough knowledge of the revised Early Years Foundation Stage framework	D
J)	A thorough knowledge of the SEND Code of practice 2014 and its expectations for LAs and providers	E
Experience		
k)	Recent experience of working within the early years' foundation stage	E
l)	Recent experience of working as a SENDCo or as An Early Years' SEND Advisor or equivalent	E
m)	Successful experience of raising standards through leading the improvement of provision in the early years and/or for the children with SEND	E
n)	Demonstratable experience of monitoring and evaluating children's outcomes and planning provision to meet developmental needs	E/I
o)	A track record of effective team work to support improved outcomes for children	E/I
Aptitude and Skills		



	Candidates must be able to demonstrate the ability to:	E/I
	Values strong partnership working with parents, carers, schools and children and young people and other agencies, ensuring a multi-agency approach	
	Strong organisational skills and superb with deadlines	E/I/S
	Strong oral and written communication skills	E/I/S
	Strong analytical and interpretation skills	E
	Ability to remain objective and act confidentiality	E
	Professional, courteous, and strong customer service skills	E
	Work as part of a team, sharing working knowledge and skills	E
	Work flexibly, able to re-arrange work in relation to changing priorities and to meet the needs of the business	E/I/S
	Able to support the safe delivery of activities	E
	The postholder will be required to work outside normal office hours, in the evening and at weekends as appropriate	E/I/S
	If appointed, it will be your responsibility as an employee of Cognus Limited to treat all sensitive data that you will have access to during your employment in line with the mandatory protocols to ensure data protection and compliance at all times.	E

KEY:	D	Desirable	I	Evaluated at interview	
E	Essential	S	Short listing criteria	T	Subject to test

