

## **Early Years Advisory Teacher (SEN Transition)**

**Salary:** UPS 3, £49,084 + TLR 3 £675 per annum (pro-rata)

**Hours:** 0.5FTE (2.5 days a week )

**Contract:** Fixed Term/Secondment for 1 year

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment, to improve outcomes for children.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children's Board safer recruitment procedures.

### **The Service**

Early Years Inclusion is part of PCC Early Years' Service that aims to improve and support outcomes for young children who are identified with or at risk of having a Special Education Need or Disability (SEND). The aim is to support Early Years (EY) settings so that they can deliver a high quality, inclusive provision in partnership with parents and families and other services such as health.

### **What is the role?**

This role is a fixed term post for a year, funded by the SENDAP Change programme.

You will:

- Work as part of the EY Inclusion team and report directly to the Early Years Advisory Teacher Team
- Be an integral part of the Local Inclusion Support offer (LISO) and work closely with the Primary Inclusion Outreach Service to ensure a coordinated approach to effective SEND support in mainstream settings
- Provide support, guidance and expert advice to EY settings and Year R provisions to extend and enhance their inclusive practice and provision for SEND. This may include assessment, planning for progress and measuring impact for children with complex needs as well as modelling specific strategies and interventions and how these work in the mainstream classroom context.
- Provide advice and guidance around general EYFS practice and provision to develop support a developing inclusive environment, ethos and culture within primary settings
- Plan a smooth transition programme for children with SEND moving into school, involving other professionals (where appropriate), parents and close liaison between EY setting and school and Local Authority partners.
- Plan and deliver training with the wider Early Years team within the LA

- Engage and liaise with participating Early Year's providers, primary schools, health visitors and other relevant stakeholders to ensure the effective delivery of SEND outreach
- Maintain electronic records and produce reports if required
- Analyse data and collating information to produce reports and summaries by set deadlines and in line with agreed procedures.
- Contribute to the development of EY Inclusion processes and procedures and support with the prioritisation and targeting of services and support to ensure effectiveness and efficiency.
- Keep up to date with national and local initiatives and relevant SEND legislation
- Carry out the responsibilities of the post at all times with due regard to equal opportunities and diversity, the Data Protection Act, and Information Sharing guidelines
- Be based in the Civic Offices but primarily working peripatetically in locations across the city.
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### **Who is the person?**

You need to have:

- Qualified Teacher Status
- Experience of a leadership role within a mainstream school and preferably advisory experience
- Knowledge and experience of key strategies and interventions and be able to model these in a practical way
- Knowledge and understanding of children's learning and development and the SEND Code of Practice within the context of the EYFS
- Knowledge of statutory documents and legal guidance for the EYFS and SEND
- Experience and knowledge of the SEN Code of Practice and the EHC Needs Assessment process and delivery of EHCPs
- A relational approach to interactions and experience and knowledge of supporting children with complex SEND
- An understanding of working in the PVI sector and the role of the EY SENCo.
- Ability to draw on your own experience and knowledge of supporting children with complex SEND
- Ability to support settings to develop and implement effective SEN plans with specific strategies based on recommendations and advice from outside professionals.
- Experience of measuring children's progress and demonstrating the impact of support.
- Excellent interpersonal skills including empathy, tact, respect, diplomacy and understanding
- Proven skills to collaborate effectively as part of a team; supporting, sharing knowledge and skills, as well as, attending and contributing to regular team meetings
- Good literacy and maths skills and ability to write reports and records and understand and process data.
- Good organisational skills in order to plan, prioritise and meet deadlines.
- The ability to be flexible in being able to adapt to changing workloads of the team, and to cover for colleagues if needed, acting with integrity to ensure the team delivers an effective service.
- Good knowledge of IT and willing to learn new skills.



- Motivation to continue your own learning and development and to engage fully with training opportunities and new initiatives.
- Ability to transport yourself to settings across the city
- Awareness of equal opportunities and a commitment to working inclusively

You are required to be fully trained in Safeguarding and Integrated Working at the level relevant to this post; this training will be delivered in post.

You must adhere to the agreed Safeguarding and Integrated Working Policy and Guidelines in line with PCC and Portsmouth Safeguarding Children Board requirements.

**You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.**

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.