Portsmouth CITY COUNCIL

Early Years Inclusion Outreach Officer

Salary: Band 5, £27,346 to £29,170 per annum

Hours: 37 hours per week (Term-time working may be considered for the right candidate, subject to the needs of the service).

Contract: Fixed term /Secondment until 31st March 2029

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 Portsmouth City Council's 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). Our aim is to support Early Years 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?

You will work as part of the Early Years Inclusion team and report directly to the Early Years Advisory Teacher Team.

You will:

- Provide support, guidance and expert advice to Early Years settings to extend and enhance their inclusive practice and provision for SEND. This may include early identification, assessment, planning for progress and measuring impact as well as modelling specific strategies and interventions.
- Contribute to and supporting training delivery within the wider Early Years team within the LA
- Support settings in developing their understanding of the Portsmouth Local Offer
- Carry out the responsibilities of the post at all times with due regard to equal opportunities and diversity, the Data Protection Act, the Equalities Act (reasonable adjustments) and Information Sharing guidelines
- Engage and liaise with participating early year's providers, health visitors and other relevant stakeholders to ensure the effective delivery of SEND outreach.
- Collect data and submit it by set deadlines and in line with agreed procedures.
- Keep up to date with national and local initiatives and relevant SEND legislation
- Undertake such other duties as are consistent with the purpose and grade of the post

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Who is the person?

You will have:

- A qualification to NVQ Level 3 in childcare, health and social care or equivalent experience.
- Knowledge and understanding of children's learning and development and the SEND Code of Practice within the context of the EYFS.
- Experience and knowledge of identifying and supporting children with a range of SEND and expertise in observation, assessment and monitoring progress.
- Experience and knowledge of specific approaches, interventions and strategies to support children with SEND.
- Recent experience of working in an Early Years setting and the role of the Early Years SENCo.
- Ability to develop practical strategies based on recommendations and advice from outside professionals
- Ability to support and challenge as appropriate, to ensure that provision for children with SEND is inclusive and effective.
- Excellent interpersonal skills including empathy, tact, diplomacy and understanding.
- Excellent communication skills, both verbal and written. The ability to summarise and record visits, formulate actions and guidance, and to write reports and documents.
- Awareness of equal opportunities and good understanding of safeguarding and child protection.
- Good organisational skills in order to plan, prioritise and meet deadlines.
- Ability to work both independently and collaboratively as part of a team.
- Ability to be flexible and adaptable to changing workloads of the team, and able to cover for colleagues.
- Good knowledge of IT and willing to learn new skills.
- Ability to transport yourself to settings and sites across the city

You are required to be fully trained in Safeguarding and Integrated Working at the level relevant to this post. You must adhere to the agreed Safeguarding and Integrated Working Policy and Guidelines in line with PCC and Portsmouth Safeguarding Children Board requirements.

If applying as a secondment you will need permission from your current line manager releasing you for this secondment. Please state you have this on your Personal statement .

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

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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.

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