

## Job Description *Early Years Teacher*

<b>Service:</b>	Specialist Teaching Service	<b>Team:</b>	Inclusion
<b>Location:</b>	Countywide		
<b>Salary range:</b>	MPR-UPR (£28,000 - £43,685) + SEN Allowance £2,384 - £4,703) national pay award pending	<b>Grade:</b>	MPR/UPR + SEN Allowance (min-max - depending on qualifications and experience)
<b>Reports to:</b>	Team Manager	<b>Staff responsible for:</b>	None

### Job Purpose

- To deliver specialist advice and support to children and young people, their families, settings, schools and other providers across the county.
- To provide advice to the Local Authority in order to assist it in carrying out its statutory duties for children and young people with special educational needs and disability (SEND).
- To provide advice to the Local Authority which contributes to the improvement of outcomes for children and young people with SEND.

### Accountabilities/Responsibilities

- Provide specialist teaching, support and advice for a range of children, professionals, parents, schools, early years settings and other providers for children and young people (CYP) with special educational needs and disabilities (SEND) to support inclusion.
- Contribute to the early identification, assessment and intervention of CYP with special educational needs and disabilities (SEND).
- Be responsible for your own management and delivery of caseload as identified.
- Assist settings, schools and other providers to plan strategically in order to develop their provision of inclusion.
- Be responsible for support and supervision of non-teaching staff as directed by the manager, including carrying out appraisals as required.
- Attend meetings as representative of SEND service as directed by service managers.
- Contribute to the development of indices of data which support self-evaluation and value added for service, settings, schools and child.
- Assist in the monitoring and evaluation of provision for CYP and provide reports as required.
- Be involved in the preparation and delivery of training for a variety of audiences as necessary.
- Carry out specialist assessments and audits as required.
- Lead or contribute to an identified element of the locality or specialist team development as outlined in the business/action plan.
- Work as part of a multi-agency team to address the identified locality priorities for children and young people with SEND.
- Participate in professional development and performance management as required.
- Undertake other Inclusion and Disability Support Service duties that may be required from time to time.

## Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

## Our Values

### We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

## Person Specification *Early Years Teacher*

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

### Qualifications

- Recognised Teaching Qualification
- \*Qualification in SEND
- \*Recognised qualification in Early Years

### Knowledge & Experience

- Experience of working in a relevant field of education which includes working with CYP with SEND.
- Assessment and information gathering relevant to CYP with SEND.
- Successful working with professionals and parents.
- Successful teaching of CYP in a range of settings and schools.
- Monitoring progress and use of data to show impact.
- \*Recent delivery, planning and development of INSET.
- A thorough and up to date knowledge of the EYFS/National Curriculum, legislation and guidance and the wider implications for working with CYP with SEND.
- Knowledge and experience of implementing inclusive provision in schools and settings for CYP with SEND.
- Knowledge of specialist assessments and intervention strategies which contribute to the development of provision for CYP with SEND.
- Ability to communicate and establish successful relationships with both professionals and parents and work effectively as part of a team.
- Ability to successfully organise and manage an allocated caseload in order to meet prescribed timeframes.
- Ability to use ICT to support both teaching and administration.

### Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them.
- This is an essential car user post:  
*You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive.*

## Directorate Core Values

<b>Adult &amp; Community Services Directorate</b>	<b>Children &amp; Young People Directorate</b>
<p>We believe in putting people first – promoting independence, opportunity, protection and inclusion. Our core values are:</p> <ul style="list-style-type: none"> <li>• Everyone is unique and should be treated with respect.</li> <li>• Working in partnership is more effective than working alone.</li> <li>• People who use our services, and their carers, should be fully involved in decisions about their lives.</li> <li>• Everyone has a right to free access to information.</li> <li>• Our services should respond to the diversity of our local communities.</li> <li>• Our workforce is our most important resource. Investing in our staff, involving them in decisions and developing flexible ways of working achieve better results for the people who use our services.</li> </ul>	<p>We believe we can make a positive difference to the lives of children and young people. Our core values are:</p> <ul style="list-style-type: none"> <li>• the role of parents, carers and everyone who has parenting responsibilities;</li> <li>• what children, young people and their families want to tell us;</li> <li>• the power of people working together to achieve common aims;</li> <li>• good public service;</li> <li>• the richness of our diverse communities and cultural heritage;</li> <li>• the essential contribution which education and learning make in improving the lives of children and young people; and</li> <li>• the creative contribution made by children and young people to their communities.</li> </ul>
<b>Environment Directorate</b>	<b>Office of the Chief Executive Directorate</b>
<p>Our core values are to:</p> <ul style="list-style-type: none"> <li>• develop and maintain safe and effective transport systems;</li> <li>• support and protect Lancashire’s people and businesses;</li> <li>• improve the quality of Lancashire’s environment and quality of life for the people of Lancashire;</li> <li>• help regenerate Lancashire’s urban and rural areas; and</li> <li>• plan a better, more sustainable future for Lancashire.</li> </ul>	<p>Our core values are:</p> <ul style="list-style-type: none"> <li>• governance;</li> <li>• corporate working;</li> <li>• partnership working;</li> <li>• community leadership;</li> <li>• communication; and</li> <li>• service delivery.</li> </ul>
<b>Resources Directorate</b>	
<p>Our core values are to:</p> <ul style="list-style-type: none"> <li>• satisfy the council’s customers within the legal and financial restrictions placed on us;</li> <li>• support and develop our staff;</li> <li>• increase the extent to which we aim for, measure and improve service performance and standards;</li> <li>• help build strategic capacity for the county council;</li> <li>• maintain good governance;</li> <li>• support partnership working;</li> <li>• maintain consistency across the whole of the county council;</li> <li>• understand and share the objectives of the council and its directorates, whilst acting always in the interests of the council as a whole; and</li> <li>• promote efficiency and value for money.</li> </ul>	<p>To help achieve these objectives, we will continue to develop a working environment where:</p> <ul style="list-style-type: none"> <li>• ideas flourish and participation is the norm;</li> <li>• communication, feedback and praise go in all directions;</li> <li>• everyone contributes with the aim of achieving agreed goals, not doing only what they are told to do;</li> <li>• processes are a framework, not a straitjacket; and</li> <li>• managers are treated with respect and treat everyone with respect.</li> </ul>