

Job Description

Job Title	Special Educational Needs and Disability (SEND) Link Worker
Directorate	Children and Young People's Services
Service Area	Early Help
Grade	5
Competency Level	1
Salary	£31,022 - £35,412
Job Type	Office based
Location	Croxteth Children's Centre
Disclosure and barring service (DBS)	Enhanced with Child Barred List (Child Workforce)
Job Evaluation Ref No	

Job Purpose

To support the children centre in the provision of a high-quality service, with specific lead responsibility to provide support to children and families around Special Educational Needs and Disabilities.



Directly Responsible For:

Not applicable

Directly Responsible To:

Children's Centre Manager

Main Areas of Responsibility:

- To have lead responsibility for supporting children with SEND in the children centre
- To provide individual support for children & their families with complex developmental & health needs
- To work with parents / partners to develop play plans to ensure that specific interventions in place support identified special needs
- To identify child and family needs and provide universal and targeted support, including visits within the home environment, delivery of speech and language, sleep, and parenting courses
- To work collaboratively with partner agencies to provide individualised early help support and contribute to assessment
- To direct families to appropriate support and opportunities in accessing additional funding for the child/family e.g., DLA, Disability Access Fund
- To work with partner agencies to promote inclusion across the children centre footprint and play an active role in the Early Years Consortia
- To actively promote language enriched environments
- In partnership with appropriate specialist providers, for example physiotherapy, occupational therapy and CAMHS arrange appropriate sessions at the children centre for families and practitioners
- To work collaboratively with other professionals when undertaking and providing single agency support to families

- To assess risk and need through early help assessments and where appropriate adopt the role of Lead Professional to use common processes for children and families who require more support than universal services including the Early Help Assessment Tool (EHAT), Team Around the Family (TAF) and Lead Professional (LP) role
- To make use of information technology as required and to keep high quality and effective records on electronic information systems, e.g., liquid logic and e-start
- To attend all team meetings as required
- To promote the safeguarding of children in accordance with the council's framework for the care and protection of children
- To work in a flexible way, as part of a team and under own initiative, including flexibility of working hours in accordance with the working arrangements of a children's centre, including occasional evenings and weekends
- To take part in regular keeping in touch meetings and personal review and development as part of the authority's performance management framework
- To participate in covering the children centre reception when available and not engaged in the delivery of services
- To participate in training and development activities as relevant to the post
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Supervision and Management Responsibility:

- No supervisory or line management responsibilities

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The post entails some standing and sitting whilst working with young children

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- NVQ Level 3 in childcare and education, NND, or equivalent in related area (A)
- A commitment to undertake further training and development (A)

Experience

Essential

- Experience of providing support for vulnerable children with special educational needs and disabilities (A/I)
- Experience of working with children aged five and under (A/I)
- Experience of working in partnership with parents (A/I)
- Experience of collaborative and multi-agency working to support vulnerable children or children with special education needs and disabilities (A/I)

Desirable

- Experience of working with children and families in their homes
- Have an understanding and experience of language development in children under five

Skills/Abilities

Essential

- Ability to work as part of a multi-agency team to support children with special educational needs and disabilities who live in the reach area of the children centre (A/I)
- Ability to work in an inclusive manner in a variety of settings (A/I)
- Ability to use ICT systems and software (A/I)
- Knowledge and understanding of current issues regarding special educational needs and disabilities, including the Code of Practice (A/I)

Desirable

- An ability to observe and plan appropriately to enhance children's learning and development
- An ability to identify child and family needs and work collaboratively with partner agencies to provide individualised early help interventions
- Ability to facilitate parenting programmes, courses, and activities
- Ability to communicate effectively and build relationships with parents and partners
- Knowledge and understanding of relevant legislation (e.g., Children Act 1989) and national guidance and policy for Early Years
- Knowledge of the learning framework for children (e.g., EYFS)

Commitment

Essential

- A firm commitment to promotion the inclusion of all children (I)



- Commitment to inclusion, equality, and coproduction with children, parents, and carers (I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Awareness of and commitment to the Council's policies and procedures, particularly Equal Opportunities and customer care

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level
- To undertake training and supervision as required by management (A)
- The post holder must be willing to work flexibly to meet the needs of the children's centre, including occasional evening and weekends (A)

Desirable

- Willingness to travel within the children centre's footprint to deliver services directly to families