



EARLY YEARS ALLIANCE  
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

**JOB DESCRIPTION**

**JOB TITLE:** CHILDREN WITH DISABILITIES PRACTITIONER  
**BASED:** AGREED CHILDREN CENTRE  
**DEPARTMENT:** BUSINESS DEVELOPMENT  
**RESPONSIBLE TO:** SENIOR CHILDREN WITH DISABILITIES PRACTITIONER

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**JOB PURPOSE:** To support all children and young people with a disability or complex health need, working together for all children, young people and families to be happy, healthy, safe and the best they can be. To achieve this aim, the post holder will: provide children aged 0-18years with disabilities and their families high quality targeted early educational learning and targeted support that promotes self-confidence and independence working as part of an integrated team.

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**SAFEGUARDING REQUIREMENT:**

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

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**MAIN DUTIES:**

Early Learning Support Provision

1. To facilitate high-quality sessions for children with disabilities or complex health need in their early years up until they transition into full time education (Reception Year) while providing parents and caregivers a suitable break from their caring responsibilities.
2. Plan and facilitate sessions that align to the Early Years Foundation Stage (EYFS) Curriculum, with a focus on closing the attainment gap between CWD and their peers while ensuring children's personal care, and where appropriate health needs are met.
3. Plan and facilitate Stay and Play sessions that will support children, parents and caregivers where possible to fully access mainstream provision, provide information and guidance while sharing key messages alongside ways to support play and learning in the home environment.
4. Work as an integrated team ensuring partnership working and co-delivery with key partners, in particular, Early Years and Family Service, the Portage Service and Health Visitors to ensure a joint understanding of need ensuring children access the right service at the right time.

### Targeted Positive Activities

1. To facilitate high-quality community, youth groups and holiday sessions for children with disabilities or complex health needs from 5 to 18 years in local community venues while providing parents and caregivers a suitable break from their caring responsibilities.
2. Plan and facilitate these groups and sessions providing a range of appropriate and suitable activities in a safe and welcoming environment, led by the preference and capability of the attending comparable with their peers that promote self confidence and independence whilst remaining suitable and safe for their abilities.
3. Maximise opportunity to support attendees to live safely in their family home, access their local community, maximise their independence, develop peer group relationships, and help them to reach their full potential encourage self care, to do things for themselves, as much as they can and enhance their independence.
4. Work as an integrated team ensuring effective partnership working with key partners, that may include, schools and colleges, GPs, Health services, voluntary organisations, Children's and Adults Social Care or SEND Teams, Children's Centres, and other Customer's Children's and Adult services.

### General

1. Plan, assess and track and monitor children and young people's progress, particularly in relation to relevant outcomes within their Education, Health and Care Plan (EHCP), where applicable, and self confidence and independence using various tools such as Tapestry and Outcome Wheels.
2. Support parents and caregivers to access advice and support from the Local Offer and promote peer group participation, learning and engagement encouraging mutual support networks to children, young people and their families.
3. To provide physical and personal care in a sensitive manner as required being aware of medical, cultural and other personal needs.
4. Keep abreast of any changes in children and young people's care plans ensuring effective communication and understanding fully with the staff team in relation to any changes or concerns with individual children/young people.
5. To communicate effectively and competently using various methods to share information with other professionals, agencies and partners including verbal and written reports, and when required for Child and Family Progress Plan and/or EHCP meetings.
6. Be responsible to understand and adhere to any health and safety checks and risk assessments that are undertaken for provision in outreach venues or within children centres, ensuring any issues/incidents associated with service provision are recorded and reported to the Senior Practitioner following and adhering to all appropriate Health and Safety, Food Hygiene and Food Standards policies and procedures.
7. To participate in quality assurance processes and inspections by Ofsted and any other external bodies following any action plans as a result directed by the Service Manager.
8. To understand and comply with the Early Years Alliance and Lincolnshire County Council Children's Services policies and procedures, including health and safety, and child protection, in a manner that promotes equality of opportunity and access, and fosters anti-discriminatory practice.

9. Carrying out all duties and responsibilities in compliance with the policies and procedures of the Lincolnshire Safeguarding Children's Board.
10. To maintain confidentiality and keep accurate up to date records within data protection guidelines.
11. To complete all relevant Alliance training and LSCP training and attend in-service training and team days across Lincolnshire.
12. To work flexibly to enable the service to be responsive to the developing needs of the service users Monday - Saturday including evenings and weekends as directed by the line manager.

### **EQUALITIES:**

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti- racism issues.

### **POLICIES AND PROCEDURES:**

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

*This job description is not an exhaustive list of duties, and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.*

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### **PERSON SPECIFICATION:**

#### **Essential Criteria**

1. NVQ Level 3 in Early Years/Childcare, NVQ 3 Youth/Play work or equivalent and/or have relevant experience of working with children with disabilities or complex needs in their early years or 5-18 years.
2. Understanding and knowledge of meeting the individual needs of disabled or complex health needs children and young people.
3. Proven effective communication skills – able to communicate effectively in person and in writing, with professionals, staff, early help and social care teams and other professional and organisations.
4. Experience of working as a integrated team with other professionals such as social care, early help teams, educational providers, local voluntary organisations and other partners.
5. Knowledge and understanding of recognising impact and outcomes and using outcomes measure systems, such as but not limited to, Tapestry and outcomes wheels.
6. Knowledge of the aims, objectives and ethos of Children's Centres, Family Centres and other national developments of services for children and young people 0-18 years.
7. Good understanding and knowledge of Safeguarding children and young people and relevant safeguarding processes and procedures.



8. The experience or knowledge in planning and facilitating sessions in life skills such as cooking, gardening or sports etc.
9. Good IT skills including use of Microsoft Office suite, including Word, internet, excel and email.
10. The experience or knowledge in planning and facilitating sessions in life skills such as cooking, gardening or sports etc.
11. Commitment to Early Years Alliance aims and strategic objectives.
12. Able to demonstrate an understanding and commitment to equal opportunities, inclusion and diversity.
13. Willingness and commitment to continued professional training and development.
14. To work flexibly across the week, including evenings and weekends to meet the needs of service delivery.
15. Able to demonstrate an understanding of the Alliance's performance standards and values.
16. Ability to travel between locations and sites independently to the identified activity/venue is essential.

#### **Desirable Criteria**

1. Experience of supporting and working with families with children and young people with disabilities or complex needs.
2. Experience of Leadership and Management.
3. Knowledge and understanding of the process and action of an Education Health and Care plan or EHC Plan.
4. Solihull Parenting approach, Triple P, Five to Thrive and/or other recognised parenting programmes.
5. Fluent in other languages.

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#### **TERMS & CONDITIONS:**

**Grade:2A**

**Hours: 21 or 28 per week**

**Salary: £20,925 per annum (pro rata for part-time)**

**Mileage: 35p per mile from agreed base**

**Annual Leave: 25 days plus 8 Bank Holidays (pro rata for part-time)**

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

**Pension:** The table below shows what the base contributions are. You can also choose to give more than the minimum amount should you wish.

| Date effective       | Employer minimum contribution | Employee minimum contribution | Total minimum contribution |
|----------------------|-------------------------------|-------------------------------|----------------------------|
| 6 April 2019 onwards | 3%                            | 5%                            | 8%                         |

**JOB DESCRIPTION SIGN OFF**

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: