

JOB TITLE: Lead Teacher Early Years (0-7)
GRADE: Leadership Scale L7-11
REPORTS TO: County Lead for Early Years SEND
TEAM: Early Years SEND Team
DEPARTMENT: Childrens Services – Specialist Services

Purpose of the Job

Within their specialism area:

- To lead the specialist support service provision for children in Early Years settings, ensuring quality and equity of service delivery, under the direction of the County Lead for Early Years SEND.
- To lead on delivering an effective range of services designed to support equal access and meet the educational needs of children in Early Years settings.
- To lead on a consistent, coherent and rational approach to Special Educational Needs and Disabilities (SEND) in line with Hertfordshire's Special Educational Needs and Disability Strategy in order to raise standards and inclusive practice in local Early Years settings for children.
- To lead on an effective co-production approach to offering support in the identification and assessment of children. To offer high quality advice on the provision for children as defined by the DfE Code of Practice of SEND.
- To lead on actively promoting the development of inclusive practice across schools/settings and contribute to the sharing of effective practice.
- Coordinate the specialist support service offer for children in Early Years settings in one of the ISL Areas, under the direction of the County Lead for Early Years SEND.
- To work collaboratively and flexibly with colleagues both within ISL and across Local Partnerships, to ensure high quality support/advice is available to meet the needs of children in Early Years settings.
- To pro-actively lead and facilitate partnership working at an early stage to meet the needs of children and young people with SEND enabling them to achieve their full

potential.

- To actively participate in personal, and service professional development which will both enhance expertise and the ability of the post-holder and the effective work of the service.

Main Areas of Responsibility

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The duties and responsibilities listed below describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

General Lead Teacher responsibilities:

- To take a lead on maintaining up to date knowledge of latest research and developments in the area of early years.
- To model excellent practice and carry a reasonable caseload (0.4) of complex cases requiring senior oversight, undertaking Statutory Assessments and providing high quality advice regarding provision for children in early years settings.
- To lead on modelling interventions, teaching approaches and strategies for staff in schools/settings and for parents/carers.
- To support SATs and schools/settings to identify long and short-term targets for children and young people and facilitate effective planning to address these.
- To work with staff to develop individual support plans/provision maps/risk reduction plans.
- To lead on effective partnership working with schools/settings, parents/carers and those with day to day responsibility for the education and management of the child, young person.
- Regularly monitor and review advice provided, maintaining clear and accurate records in accordance with Service guidelines.
- To advise schools and the local authority on the suitable environmental access needs and reasonable adjustments required for the child young person.
- To undertake statutory work as directed by Head of Service.
- To provide relevant information about individual children and young people to support the preparation process for SEND Tribunals including attendance as a witness when required.
- To liaise with other Specialist Teachers/Staff within the ISL service to secure holistic and bespoke support for children and young people where additional needs outside

the Specialist Teacher's expertise are identified.

- To support Head of Service to develop, plan, deliver and evaluate SENDSAS Strategic Work Plan including training for schools, settings, other colleagues and parents/carers.
- Support the Local Authority processes as required by attending various panels, meetings and reviews on behalf of the service.
- The post holder maybe expected to work flexibly across geographical areas within their specialism in order to meet service demands and ensure the needs of all children and young people accessing the service are met.
- To undertake other duties consistent with the grade of the post as agreed with the Head of Service.
- To upskill and model effective strategies to SATs, schools and settings.

Lead Teacher responsibilities in relation to area of Specialism:

- Actively promote and champion the Early Years specialism within the SEND Specialist Advice and Support Service and support the County Lead to ensure clear and accessible information regarding the county-wide offer is available to families, schools, settings, colleagues in ISL and HCC.
- In collaboration with the County Lead and other Lead Teachers, evaluate the impact of vision impairment specialism support across the County and identify development priorities to inform the overarching Early Years Specialism Development Plan, ensuring these align with ISL priorities and HCC strategic objectives.
- Oversee the day-to-day running of the specialism across the County and work in partnership with ISL colleagues to ensure efficient delivery of service to local schools and settings.
- Line manages the Early Years Specialist Advisory Teachers, Inclusion Development Officers, Early Years Inclusion Specialists and support them to fulfil the responsibilities of their role by providing supervision, mentoring, coaching and by carrying out performance management in line with Teachers' Terms and Conditions.
- Support the County Lead to co-ordinate the programme of Continued Professional Development (CPD) for all specialist Early Years staff based on specialism development priorities and performance management targets.
- Evaluate the impact of CPD and use this information to plan further development opportunities in collaboration with other Lead Teachers and under the guidance of the County Lead.
- Support the Early Years County Lead with the recruitment of specialist staff and be responsible for the induction of new staff within the ISL Area.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

Essential

- Educated to degree level and hold Qualified Teacher Status.
- Minimum five years relevant and successful teaching and relevant leadership experience.
- You will have recent classroom experience, practice knowledge for the specialism area or be centrally employed within an advisory service.
- Able to demonstrate a thorough understanding of relevant high-quality teaching and learning.
- In-depth knowledge and understanding of best practice in relation to meeting the needs of children and young people (0-25) with SEND in area of specialism.
- Ability to model excellent practice and lead by example.
- Be able to evaluate practice and evidence the impact of interventions.
- Ability to use data and performance measures to evaluate practice, evidence outcomes and identify areas for development.
- Commitment to promoting equal opportunities and diversity.
- Excellent communication and technology (ICT) skills.
- Ability to prioritise work within a multi-professional team reflecting service priorities.
- Able to travel independently – current driving licence.

Desirable

- Hold relevant additional qualification in a specialist area e.g. Early Years SEND, Autism, SpLD, SLCN, PNI, National SENCO Award etc.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).