

Job Description – SEND Better Start Worker (Children's Centre)

Post:	Children's Centre SEND Better Start Worker
Responsible to:	Children's Centre Strategic Partnership Manager/ Senior Better Start Worker
Grade:	SO1 Spine Point 29 - 31 (Salary: £29,424 - £31,140)

Main Purpose

To provide early help and support to children under five (where there is a child that has an identified SEND or concerns around SEND) and their families where there are additional, low level needs which are not being met by universal services.

To be the lead professional working in partnership with the whole family to undertake an early help assessment and develop an action plan, liaising with and co-ordinating the involvement of other agencies and professionals as required to achieve sustained improvement in child and family outcomes.

To respond to early help referrals from children's centres, health visitors, and other early years services, and to step downs from Lambeth Early Help and Social Care services.

To work in partnership with colleagues to deliver evidence based interventions to support parenting and prevent needs escalating, including structured programmes and group work.

To work proactively with colleagues across the early years sector to identify families of children in need of early help, and to engage these families in universal and targeted children's centre activities

Main Responsibilities:

Case work

- To maintain a caseload of approximately ten families with low level additional needs
- To create whole family assessments and action plans for each open case, using the Family Partnership Model as a way of working with families to achieve sustained improvement in identified outcome areas

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- To work in partnership with parents and carers to strengthen their parenting capacity to improve their child's life chances using evidence based parenting programmes and group work interventions
- To work in the best interests of the child and to maintain a focus on child outcomes at all times
- To support, have an input or take the lead with children's SEND plans and EHCP requests
- To use reflective supervision in casework attending regular supervision with their Senior Better Start Worker
- To track progress and maintain accurate and contemporaneous records on the EIS system
- To provide case studies which demonstrate outcomes as required by the service
- To provide feedback to others and escalate concerns where necessary
- To understand and comply with safeguarding procedures and to take immediate and prompt action to safeguard children, understanding their role and responsibilities
- To attend step up / step down meeting as a means of agreeing referrals into the service
- To contribute to the continuous improvement of the service as directed by their line manager to test, implement and review operational systems
- To ensure that all work with families is delivered to an excellent standard

Access and engagement

- To work proactively with the Early Help service, health partners and voluntary sector partners across the local area to identify children in need of early help at an early stage
- To work proactively with these children and their families to support their engagement in universal and targeted services, including children's centre activities
- To support targeted activities in the children's centre to further engage families in services

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- To maintain a comprehensive knowledge and understanding of the catchment area and of the resources and services available to children and families, and to support families to access these as appropriate
- To provide a home visiting service to families in conjunction with other early years colleagues, targeted those who may find it most difficult to access children's centre services
- To work with the FIS officer in supporting children and families in the area to access their free early learning entitlement, including funded places for two, three and four year olds

General

- To contribute to the overall aims and objectives of the children's centre programme, for example by participating in centre, cluster or borough wide meetings, sharing information and expertise to improve outcomes for children
- To carry out all duties in accordance with the London Borough of Lambeth's Equal Opportunities policy, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination
- To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations
- To have a due regard for safeguarding including social care thresholds and promote the welfare of children. To follow all associated child protection and safeguarding policies adopted by the Local Authority
- To attend relevant conferences and meetings as required to fulfil the requirements of the post
- To participate as required in appraisal and performance management processes
- To take full responsibility for the implementation of own Personal Development Plan and continued professional development
- Work flexibly as may be required by the needs of the service, including occasional evening and weekend working
- To carry out any other reasonable duties as required, consistent with the purpose and the grade of the post

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Person Specification: Children's Centre SEND Better Start Worker

Shortlisting Criteria: in your written application, you will need to give evidence or examples of your proven experience in each of the criteria marked E = Essential.

Interview Scheme for Applicants with Disabilities: if you are applying under the two tick's scheme, you will need to give evidence or examples of your proven experience in the areas marked with ✓✓ = Essential on the personal specification when you complete the application form.

		Shortlisting Criteria
Key Knowledge	<ol style="list-style-type: none"> 1. Minimum of working towards a level 3 qualification in related field 2. Knowledge and understanding of the relationship between housing, health, child development and education in relation to expectant mothers, parents and children under five 3. Knowledge of relevant legal frameworks such as child protection, safeguarding, SEN code of practice 0 to 25 years and data protection 4. Commitment to continuing professional development and willingness to undertake training as required to develop skills 	<p>E ✓✓</p> <p>E ✓✓</p> <p>E ✓✓</p> <p>E ✓✓</p>
Key Experience	<ol style="list-style-type: none"> 1. Experience of working with children under five and their families to provide early help and support 2. Proven ability to undertake individual and family assessments, develop action plans and assess needs and risk, SEND plans, EHCP requests 3. Experience of recording casework using data management systems 4. Experience of working with children under five who have identified SEND or where there are concerns around SEND 	<p>E ✓✓</p> <p>E ✓✓</p> <p>D ✓</p> <p>E ✓✓</p>

Key Behaviours		
Focuses on Citizens Level 3	Systematically engages with citizens on a regular basis <ul style="list-style-type: none"> Engages with and listens to citizens and stakeholders on a regular basis in order to understand their needs and concerns Empowers and supports citizens and stakeholders to make informed choices and co-design future services 	E ✓✓
Works collaboratively Level 2	Works across teams <ul style="list-style-type: none"> Works across teams or groups to raise or solve issues Takes a consultative approach, seeking out the views and opinions of others who are affected by issues Encourages others to contribute to collaborative working 	E ✓✓
Integrity Level 1	Acts with openness and honesty <ul style="list-style-type: none"> Is open and honest with colleagues and citizens Consistently delivers on promises Does what they say they will do 	E ✓✓
Committed to the Borough Level 1	Talks positively about the Borough <ul style="list-style-type: none"> Talks positively about the Borough eg to citizens or people in other organisations Expresses pride and / or commitment to delivering excellent services 	E ✓✓
Influences Level 2	Tailors their approach <ul style="list-style-type: none"> Thinks about their message and their audience Uses their understanding of others to tailor and choose the most impactful approach 	E ✓✓

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Empathy	Understands meanings <ul style="list-style-type: none"> • Makes inferences that go beyond the explicit content or emotion being expressed • Can interpret and understand poorly expressed thoughts, concerns or feelings • Is able to relate to people from a wide range of diverse backgrounds 	E ✓✓
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