

Job Description

DIRECTORATE:	Education Early Year and Young People Directorate
DEPARTMENT:	Inclusion Group
POST:	ALN Lead Early Years Additional Learning Needs, Cognition and Learning & CMMI
GRADE OF POST:	Soulbury EIP SCP 12 – 15 (plus 3 SPA points)
RESPONSIBLE TO:	Group Manager Inclusion

JOB PURPOSE:

This job contributes to the Directorate's main goal which is to help all children and young people to:

- thrive and make the best use of their talents;
- live healthy and safe lives;
- be confident and caring individuals;
- know and receive their rights.

The main purpose of this job is to contribute to the educational inclusion of children and young people with additional learning needs at Early Years and across the phases. Enable the continuation of learning by utilising and delivering programmes of work using highly specialised knowledge and skills to manage the specific challenges arising from pupils' additional learning needs.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To support the vision, ethos and policies of the Local Authority's Inclusion Group and to support the Group Manager Inclusion in the development and implementation of the ALN Strategy for children with additional learning needs.
- To take a strategic role in the local authority's Early Years provision for children with additional learning needs (ALN).
- To provide a strategic overview and be directly involved with the development of the local authority's policy on ALN provision for children not attending a maintained setting or under compulsory school age who are not yet in a maintained school.

- To promote knowledge, understanding and implementation of the ALNET Act 2018 and ALN Code relating to Early Years.
- To represent Bridgend County Borough Council at regional and national meetings and conferences which address issues relating to learners with ALN in the Early Years sector.
- To ensure systems are in place to provide guidance and advice directly to providers on how they can help the local authority in the exercise of its functions, including in relation to the delivery of the additional learning provision (ALP) set out in a child's individual development plan (IDP). To support transition process for learners in the Early Years sector to the next phase of their education.
- To ensure systems are in place to provide guidance, advice, support and expertise directly to Early Years providers to help them identify potential ALN and deliver early intervention strategies to prevent development or escalation of ALN. To ensure that systems are in place that Individual Development Plans (IDP's) are prepared, maintained and reviewed, if additional learning needs are identified for children not in maintained settings.
- To ensure a group of professionals is established within the local authority that provide, consultation, advice, professional development, facilitate the sharing of best practice and support for Early Years professionals and families.
- To ensure provision of guidance, advice and support to the Early Years sector for children with ALN to assist them in ensuring that children receive evidence based high quality provision. Promote the inclusion of children with in the Early Years sector and provide advice on curriculum entitlement and access.
- To ensure that children in the Early Years with additional learning needs have their needs appropriately identified and met, that their independence is promoted, and they are supported to achieve their full potential.
- To develop and have oversight of the delivery of a professional development programme considering the ALNET Act 2018 and ALN code and how it applies to children in the Early Years in conjunction with health, education, third sector and social care.
- To work with Central South Consortium (CSC) partners on developing collaborative approaches across the Central South region.
- To line-manage the Cognition and Learning Specialist Teachers and Specialist Teacher and Special Senior Support Officer Complex Medical and Motor Impaired (CMMI).

- To work with the cognition & learning specialist team of staff, the Group Manager Inclusion and school senior managers to ensure early diagnosis of needs and to set realistic and challenging targets to appropriately meet the additional learning needs of children and young people in a timely way.
- To oversee and monitor the progress made by pupils in the observation classes and moderate learning difficulties (MLD) learning resource centres (LRCs) and liaise with Improvement Partners where required.
- To contribute to the Education and Family Support Directorate Business planning and self-evaluation. To regularly monitor, analyse and report on performance data.
- To contribute to the professional development strategy for schools and specialist teams ensuring the personal and professional effectiveness of staff within the local authority for supporting pupils with additional learning needs through capacity building work, advice, guidance, differentiation strategies and use of resources.
- To discuss referrals for specialist outreach and placement provision, in liaison with Group Manager Inclusion, the cognition & learning team, specialist teacher CMMI and head teachers, to realign service provision appropriately and to ensure the most effective use of resources.
- To liaise appropriately with relevant professionals regarding critical cases, in conjunction with outside agencies and families, to ensure they receive entitlement to effective and appropriate provision.
- To ensure partnership working with children and young people and their families through support networks, including mechanisms for consultation, and to work effectively with partners in health, social services, and education to ensure high quality provision for children and young people.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.



Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

Person Specification

ALN Lead Early Years Additional Learning Needs, Cognition and Learning & CMMI

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	Qualified teacher able to demonstrate good level of competence and experience working with children and young people with complex needs.	Yes	Production of original Qualification Certificates and application form.
	Registration with the Education Wales Council.	Yes	
	Evidence of appropriate continuing professional development.	Yes	
	The ability to communicate skilfully in Welsh both orally and in writing.		
Knowledge & Experience	Experience of leadership including strategic responsibilities and managing staff.	Yes	Interview, application form, references and selection process.
	Experience of managing change.		
	Experience of development planning and self-evaluation.	Yes	
	Experience of working with children or young people with ALN in the Early Years.	Yes	

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	• Experience of professional report writing and undertaking assessment of children and young people with ALN. • Experience of delivering excellent staff training and professional development. • Experience of working in a multi-professional context. • A working knowledge of the local authority's statutory responsibilities relating to children and young people with ALN. • A knowledge of appropriate ALN provision. • Secure knowledge of ALNET Act 2018, reforms and the Code. • Knowledge of non-maintained Early Years settings. • Strategic understanding of issues affecting Early Year's policy and provision.	Yes Yes Yes Yes Yes Yes Yes	
Skills and Personal Attributes	• Good communication skills, both written and oral. • Good interpersonal skills showing an ability to work collaboratively with others.	Yes Yes	Application form, interview and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	- A proactive and flexible approach with the ability to problem solve and meet objectives. - The ability to use initiative in considering delivery options and choices of programmes. - The ability to demonstrate a high level of personal motivation and initiative, with a strong sense of commitment to the Authority and support for the Council's objectives, as well as the ability to motivate, manage and support teams and individuals. - Possession of good analytical and numeracy skills, with an appreciation of the advantages of I.T. and a willingness to develop related skills. - Ability to demonstrate excellent organisational & presentation skills. - The ability to demonstrate sensitivity to an awareness of the needs of head teachers, teachers and other school staff.	Yes Yes Yes Yes	

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	- Ability to act as a source of expertise for providers of childcare and non-maintained nursery education in matters relating to ALN. - A commitment to continuous professional development. - A full clean driving licence and use of own vehicle. - The ability to greet customers through the medium of Welsh is a requirement for this post.	Yes Yes	