

Job Description and Person Specification Profile

Job Title	Best Start Team Manager (SEND)
Job ID	EH11D
Service	Early Years, Early Help, Family Hubs and HAF
Grade	J
Reporting to	Service Manager, Early Years, Early Help, Family Hubs and HAF

The Role

To provide strategic leadership for the development and delivery of the Best Start in Life programme, Family Hub transformation and early years SEND reforms, ensuring services are integrated, evidence-based and focused on improving outcomes for babies, children and families.

The postholder will lead system-wide change, partnership development and service improvement activity to deliver the national Best Start for Life vision, improve school readiness, reduce inequalities and ensure that every child has the opportunity to thrive.

Main Duties and Responsibilities include:

Service Leadership and Delivery

- Lead the operational delivery of the 0–5 SEND Team, ensuring a high-quality, accessible and outcome-focused service.
- Implement the Best Start in Life SEND plan workstreams.
- Ensure services reflect the graduated response (universal, targeted and specialist).
- Embed SEND provision within Family Hubs and Early Help locality delivery.

Team and Workforce Management

- Provide day-to-day line management of Best Start In Life Inclusion practitioners and associated roles.
- Build workforce capability through training, supervision and reflective practice.
- Support implementation of consistent SEND practice standards and guidance across Early Years and Early Help.

Pathway and System Development

- Lead the development and implementation of the integrated 0–5 SEND pathway.
- Establish clear thresholds, referral routes and practitioner guidance.
- Ensure alignment with Early Help triage, “single front door” and “tell us once” principles.

Early Identification and Intervention

- Drive improvements in early identification of SEND.
- Oversee delivery of targeted interventions.
- Ensure reduction in late referrals and escalation to statutory pathways.

Multi-Agency Partnership Working

- Lead operational collaboration across health, Early Years settings, education, and Family Hubs.

- Facilitate multi-agency forums and networks.
- Ensure integrated delivery and co-location where appropriate.

Performance, Quality and Impact

- Monitor service performance against KPIs.
- Contribute to SEND dashboards and reporting cycles.
- Lead continuous improvement and quality assurance activity.

Parent and Carer Engagement

- Ensure co-production with parents and carers is embedded across the SEND offer.
- Support development of parent navigation and “tell us once” approaches.
- Improve parent experience and reduce duplication in storytelling.

Governance and Compliance

Ensure compliance with:

- Best Start in Life Guidance
- SEND Code of Practice (0–25)
- EYFS statutory framework
- Safeguarding requirements (Working Together)
- Maintain inspection readiness and contribution to SEND and Best Start boards.

Relationships and Reporting

Works closely with:

- SEND Reform Programme
- Family Hub Leads
- Early Years teams
- Health partners (Health Visiting, SALT)
- Provides leadership within the 0–5 SEND Delivery Group structure

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

The employee will be required to work from a number of sites across Tameside including Schools, Health settings and nurseries, which may also include families' homes.

The postholder will be expected to work outside of normal office hours, to support the extended services agenda.

About You

Your essential qualifications

- Appropriate professional qualification, minimum degree level qualification in health, education, early years or other relevant field.

Your essential skills, knowledge and experience

- Strong leadership and team management skills.
 - Ability to lead service improvement and system-wide change.
 - Excellent partnership-building and stakeholder engagement skills.
 - Ability to develop and maintain effective multi-agency working relationships.
 - Strong communication and influencing skills with professionals, families and partners.
 - Ability to analyse performance information and use data to improve outcomes.
 - Effective problem-solving and decision-making skills.
 - Ability to develop and implement integrated pathways and service models.
 - Competence in performance management, quality assurance and continuous improvement.
 - Ability to manage competing priorities and deliver against strategic objectives.
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- Detailed knowledge of the SEND Code of Practice (0-25).
 - Understanding of early years SEND reforms and national SEND policy.
 - Knowledge of the Best Start in Life Programme.
 - Understanding of the EYFS Statutory Framework.
 - Knowledge of safeguarding legislation and Working Together requirements.
 - Knowledge of graduated response approaches and SEND pathways.
 - Understanding of early identification and early intervention principles.
 - Knowledge of performance monitoring, outcomes measurement and quality assurance processes.
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- Experience of leading SEND, Early Years or Early Help services.
 - Experience of developing and implementing SEND pathways or reforms.
 - Experience of partnership working across health, education, social care and voluntary sector organisations.
 - Experience of workforce development, supervision and reflective practice.
 - Experience of performance management and achieving service outcomes.
 - Experience of working with children, families and communities to improve outcomes.
 - Experience of developing inclusive services and improving access for children with additional needs.

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

