



Your job

Job Title: Early Years Area SENCO

Service: Children & Families

Grade: G8

Reporting to: Early Years Inclusion Manager

The Early Learning and Childcare team work with a range of multi-agency professionals to deliver a universal and targeted approach to support the early years sector to deliver high quality education and childcare. Ensuring all children access an inclusive education from birth to five years to enable them to reach their full potential. Part of this approach is the development of a partnership referred to as Leading Early Years Excellence Partnership (LEyEP) which delivers a system leadership approach to support the early years sector within the Borough.

You will report to the Early Years Inclusion Manager within the Early Learning & Childcare Team. You will contribute to the teams work in supporting the early years sector to identify the needs of children with SEND. You will support practitioners to understand the individual needs of children with SEND and to raise the attainment of children under 5, building on the positive approach that underpins the process of assessment. You will have experience of line-management responsibilities, which incorporates supervisions, My Times processes, developing staff skills within a team. Your role will also involve working with parents, delivering Parent Partnership sessions and contributing to multi-disciplinary meetings to further support children and their families.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

- Contribute to the Early Years Inclusion Team's work in supporting the sector to identify and meet the needs of children with SEND.
- Focus on early identification and assessment, ensuring timely support and effective transitions into school.
- Support practitioners in understanding individual needs and raising attainment for children under five.
- Use a positive, assessment-led approach to guide interventions and planning.
- Act as a named contact for Family Hubs, strengthening coordination for children transitioning into education settings.
- Deliver training to the early years sector to empower practitioners to meet the needs of children with SEND.
- Line manage SEND Officers, using a hands-on modelling and coaching approach to support children and settings.

In the next 12 months, you will:

- Deliver training and contribute to project work with identified schools, applying a whole-setting strategy to help children with SEND work towards achieving a Good Level of Development (GLD).
- Develop and embed early identification pathways and assessment tools across settings.
- Build strong relationships with Family Hubs and other local services to improve multi-agency coordination.
- Support the professional development of SEND Officers through coaching, mentoring, and reflective practice.
- Evaluate the impact of interventions and strategies on children's progress and transitions.

On an ongoing basis you will:

- Provide advice, guidance, and training to early years practitioners to build capacity in identifying and supporting children with SEND.
- Promote inclusive practices and ensure settings are equipped to meet diverse needs.
- Monitor and review the effectiveness of support strategies and transitions into school.
- Maintain strong communication with families, settings, and professionals to ensure a joined-up approach.
- Ensure the voices and experiences of children with SEND and their families inform practice.

Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- An NVQ Level 4 or evidence of the equivalent QCF credit value in Childcare and Education or equivalent qualification or experience
- Full working knowledge of relevant policies/ SEN code of practice and awareness of relevant legislation in relation to the early years and childcare sector and inclusion.
- Working knowledge of Early Years Foundation Stage and other relevant learning programmes/strategies
- Working knowledge and experience of delivering training to the early years sector.
- Experience of working with a range of early years settings, including childminders, settings and schools.
- Good understanding of principles of child development and learning processes
- The ability to identify own training and development needs and co-operate with means to address these.
- Good communication, written, and oral skill.
- The ability to relate well to children and adults.
- The ability to work on own initiative and constructively as part of a team, understanding roles and responsibilities and your own position within these.
- The ability to contribute to clear, achievable plans and ensure their effective implementation

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”