

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>10CLES</b>	<b>Role Title</b>	<b>Enhanced Language &amp; Communication Initiative Coordinator</b>
<b>Grade</b>	PS10	<b>Reports to (role title)</b>	
		<b>Directorate / School</b>	<b>ELL</b>
<b>JE Band</b>	371-438	<b>Service / Department</b>	<b>Inclusion and Additional Needs</b>
		<b>Date Role Profile was created</b>	

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<ul style="list-style-type: none"> <li>•Lead the operational service delivery of the ELCi team which provides county wide advice, guidance and intervention to staff working in reception classes to support the inclusion of all children</li> <li>•to ensure that staff receive the most appropriate intervention to meet their assessed priorities for development.</li> <li>•Lead and manage the ELCi support workers ensuring they are deployed effectively and equipped to fulfil the requirements of their role.</li> <li>•Ensure team members work effectively with multi-agency partners to provide a coordinated, efficient and effective offer.</li> <li>•Coordinate the delivery of a developing range of specialist education programmes across the county and to ensure support is delivered on a flexible and responsive basis.</li> <li>•Work in partnership with service users to ensure that the programme is fully understood and, where concerns may arise, to jointly problem solve solutions.</li> <li>•As a specialist practice lead, support consistency of best practice and train and lead on service development and service improvement.</li> <li>•Lead on systems development, including tracking data and impact evaluations ensuring best outcomes for children and settings.</li> <li>•To act as Lead Practitioner for ELCi across the county upholding practice standards as well as supporting the delivery of best practice across the service. To work closely with the Speech and Language Therapy and Educational Psychologist consultants to support strengths based intervention</li> </ul>
<b>Work Context</b>	<ul style="list-style-type: none"> <li>•To provide consultation, support and advice to ELCi practitioners who are supporting practice and culture change in reception classes.</li> <li>•To work in partnership with other professionals to provide co-ordinated and comprehensive support to settings including planned liaison with other service providers</li> <li>•To ensure the progress of each setting is monitored and evaluated using the SCERTS framework and other evaluation data</li> <li>•To assist in the provision of training and support opportunities for the ELCi team, settings and stakeholder groups as appropriate.</li> <li>•To lead and support service development and planning as appropriate.</li> <li>•To take the lead in the monitoring of the Specialist Support Worker and Senior Specialist Support Worker in the team and contribute to the performance conversations and supervision process alongside the line managers.</li> <li>•To respond to general and specific enquiries regarding the ELCi Service</li> </ul>
<b>Line management responsibility</b> if applicable	<ul style="list-style-type: none"> <li>•To lead and support service development and planning as appropriate.</li> <li>•To take the lead in the monitoring of the Specialist Support Workers in the team and contribute to the appraisal and supervision process alongside the County Coordinator. • Manage an operational team and organise deployment of staff and work and/or appropriate support for service users.</li> <li>•To respond to general and specific enquiries regarding the ELCi Service</li> </ul>
<b>Budget responsibility</b> if applicable	<ul style="list-style-type: none"> <li>• Assist with budget/resource/funding management in accordance with the council policies and procedures</li> </ul>

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Implement countywide strategies and support the development of long term planning.</li> <li>• Lead projects and reviews within a technical area of work to support and enhance service delivery.</li> <li>• Plan workloads and secure resources to enable the team/s to achieve a quality service.</li> </ul> <p><b>Policy &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Provide technical advice and recommendations within defined policy and procedures to ensure compliance with relevant legislation, policies and industry standards.</li> <li>• Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance.</li> </ul> <p><b>Work with others</b></p> <ul style="list-style-type: none"> <li>• May manage a team operating in a specialist area or oversee the delivery of a range of support services to a service or function.</li> <li>• Liaise, communicate and build relationships with other internal departments, parents, partner organisations, agencies and/or contractors to support and represent the team/service.</li> <li>• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Assist with budget/resource/funding management in accordance with the organisation's policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.</li> <li>• Analyse and make recommendations for improvement or development of existing systems, processes or policy.</li> </ul> <p><b>Duties for all</b></p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To be responsible for ensuring health &amp; safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>The Core National Standards for Supporting Teaching &amp; Learning: To understand and carry out role in line with agreed standards, expectations &amp; qualifications.</p> <p>Contribute to and influence children's learning and personal development.</p> <p>To have regard to and comply with safeguarding policy and procedures.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject.</li> <li>• May require a specialist technical qualification or membership of an appropriate professional institution.</li> <li>• Previous experience working in related field.</li> <li>• Comprehensive understanding of subject matter, legislation, principles and practices relevant to the technical area.</li> <li>• Competent in a range of IT tools.</li> <li>• Previous management experience including staff supervision, development and organisational skills.</li> <li>• Proven ability to apply project management principles and techniques to manage a range of projects through to completion.</li> <li>• Proven ability to establish and maintain highly effective working relationships with a range of stakeholders.</li> <li>• Comprehensive knowledge of computerised business systems.</li> <li>• Significant practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Proven written and oral communication with the ability to influence and work in collaboration with others.</li> <li>• Ability to understand, meet and exceed customer expectations.</li> <li>• Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>High level knowledge and understanding of the issues faced by settings in relation to children with language and communication differences, with extensive practice experience and expertise in this area. Able to demonstrate a successful track record of integrated and partnership working. Experience in assessing the needs of, and undertaking direct work with settings to achieve optimal outcomes for children through upskilling setting staff. Satisfactory DBS clearance is required. Willing and able to travel around the county to meet the demands of the role.</p>
<p><b>Role Summary</b></p>	<p>Roles at this level typically lead and manage the work of a specialist team or they may hold a technically specialist professional role providing complex advice or managing specialist projects. They will use technical knowledge to audit or analyse situations and data to aid them in ensuring regulatory or technical compliance of others. They will work closely with a range of agencies and stakeholders to ensure delivery of agreed industry and service standards in a cost effective way. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>
<p><b>Reference Number</b></p>	<p>BM-2025-056</p>