

Role Profile

Part A - Grade & Structure Information

Job Family Code	7PCS	Role Title	Best Start in Life Inclusion Practitioner
Grade	PS7	Reports to (role title)	Assistant Team Manager Early Help Partnerships
JE Band	228-268	Directorate / School	Children, Families and Lifelong Learning
Date Role Profile was created	Aug-26	Service / Department	Family Help Partnership and Practice
<u>Agile</u>	Community	<u>DBS Requirement</u>	Enhanced with Adults and Children

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.

Role Purpose including key outputs	To improve outcomes for children aged 0 to 5 not attending early years provision, by providing targeted inclusion support, advice, and early intervention for children with emerging developmental, additional needs and disabilities (SEND), health, communication, social or emotional needs. The postholder will work alongside families, childcare providers, schools, health partners, Family Centres, and specialist services to ensure children receive the right support at the right time, enabling them to thrive and be ready for school.
Work Context	• Provide person-centred support to families whose children have emerging or identified additional needs. Undertake strengths-based conversations and develop support plans. Helping parents navigate local services and funding arrangements. • Support families to access Early Help, Family Centres, health services and provision which meets the needs of any additional needs their child may have. • Assist with early identification of SEND. Support implementation of strategies for communication, interaction, sensory, behavioural and developmental needs. Contribute to planning around Education, Health and Care Needs Assessments where children are out of early years provision. Help ensure smooth transitions into nursery and school.
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Risk Management • Contribute to risk awareness in carrying out duties and raise issues where appropriate. • Assess and manage risk associated with assigned cases/service delivery to ensure safeguarding of service users. Case Management • Monitor, manage and deliver care plans in specified service area. • Undertake case related reports and maintain records in accordance with procedural and legislative requirements. Planning & Organising • Initiate assessments, plan and carry out care management within procedural and regulatory framework. May plan the work of other staff. • Assist in development and project work, and working with other staff to provide information and feedback. Finance/Resource Management • Make recommendations for the provision of services in line with the budget determined according to assessment of needs. Work with others • Liaise, communicate and work in partnership with other internal departments, partner organisations, agencies and/or contractors and engage with the community and volunteers.

	People Management • Contributes to the induction and training of new staff and the on-going development of more junior staff, and may coordinate and supervise the work of team assistants. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required. adherence to safe working under the health and safety policy is required.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Vocational Qualifications Level 3/4 or equivalent in relevant field with practical knowledge of service user group needs, or equivalent experience. • For some roles a relevant degree may be required. • Understanding of relevant legislation, processes and procedures and issues relating to the service user group. • Ability to show an understanding of the circumstances of people with more complex social care needs, to gather detailed and appropriate information and to reach a view about the likely source of assistance. • Able to plan, manage and prioritise a caseload and seek guidance where necessary. • Numerate and able to make recommendations for the provision of services in line with the budget determined according to assessment of needs. • Competent in a range of IT tools including MS Office and database management systems. • Effective written and oral communication and interpersonal skills with the ability to build relationships with a range of stakeholders. • Problem solving skills or ability to undertake process or practice improvement with minimal supervision. • Ability to work effectively and flexibly as part of a team, and provide guidance and assistance to less experienced or more junior members of staff. • Experience of working with the user group and of staff supervision where appropriate. • Satisfactory DBS clearance might be required.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Relevant Level 3 qualification (e.g. Early Years, Education, Health, SEND or equivalent) • Experience supporting children aged 0 to 5 and their families • Knowledge of child development and early intervention. • Understanding of SEND legislation and inclusion principles. • Experience working with families and multi-agency partners. • Ability to manage a diverse workload. • Strong communication and relationship-building skills. • DBS is required for this role: Enhanced with Children's Barred List is required for this post - Desirable • SENDCo qualification or equivalent. • Experience of Early Help approaches. • Knowledge of Surrey's Local Offer, Family Centres and the developing Family Hub model. • Experience of coaching or workforce development.
Role Summary	Roles at this level provide a practical front line support service helping with advice and guidance, managing a varied caseload, and working as necessary with community, professional groups and local organisations to ensure provision of support. They have practical knowledge of the procedural framework, service user group needs, and are authoritative on procedures of some complexity and variety, with an in-depth knowledge and understanding of a particular functional area. Planning and organising is a key element, mainly in terms of planning own time, planning and prioritising for the weeks ahead. Although most work will follow established patterns, initiative is needed to resolve problems and queries based on experience and judgement, mainly without reference to others, but with access to clear guidance. They may supervise a team and coordinate service delivery in their own service area.

To be completed by JE Coordinator	
Reference Number	BM-2026-319

Copyright © 2019 Surrey County Council