



Job Profile template

Best Start SEND Inclusion Practitioner

JOB TITLE:	Best Start SEND Inclusion Practitioner
GRADE:	Scale 6
POST NO:	Various
JOB TIER:	TBC
DBS CHECK:	Enhanced
DIRECTORATE:	Children's Services
SERVICE:	Family Hubs Service

REPORTING STRUCTURE

Reports to:	Family Hub Centre Managers
Direct Reports:	None
Indirect Reports:	None

ROLE PURPOSE:

To act as a specialist, SEND practitioner within the Family Hubs and Best Start in Life programme, leading early identification, inclusion, and coordinated support for children aged 0–5 with additional needs and disabilities (SEND).

The postholder will work directly with families and professionals to ensure children with SEND access universal and targeted services, receive timely interventions, and achieve improved developmental outcomes and school readiness.

Job Description

1. Resident & Community Contribution

- Provide specialist advice, support, and interventions to families of children with SEND to improve outcomes and reduce inequalities.
- Support families to understand their child's needs and navigate education, health, and care systems.
- Promote inclusive access to Family Hub services, ensuring children with additional needs can participate in universal provision.
- Contribute to improved school readiness and early developmental outcomes.
- Deliver services in line with the Council's Customer Care Standards and "putting residents first" vision.
- Promote and help embed the graduated approach (Assess–Plan–Do–Review) within early years and Family Hub delivery.
- Ensure families are aware of and can access the Local Offer, including early support pathways.
- Strengthen parent/carer confidence and resilience through co-production and person-centred approaches.

2. People Management

- No direct line management responsibility; however peer or group supervision with allied professionals may be required.
- Provide specialist guidance and informal support to Family Hub staff and early years practitioners on SEND inclusion.
- Contribute to workforce development through coaching, modelling best practice, and delivering training.
- Support safe and inclusive working practices in line with Health & Safety requirements.

3. Operational Service Delivery

- Be linked to a named Family Hub and spend the majority of working time delivering visible, accessible support to families within that hub, associated network sites and through home visits where appropriate, including drop-ins, appointments, group activities and participation in wider hub-based services.
- Deliver targeted interventions and support packages for children with emerging or identified SEND.
- Lead on early identification of developmental needs through screening, observation, and partnership working.
- Work closely with Health Visiting (0–19), midwifery, early years settings, and schools to coordinate care and support pathways.
- Facilitate smooth transitions into early years and primary education, particularly for children with SEND.
- Participate in multi-disciplinary team (MDT) meetings, including virtual and/or co located child health hubs.
- Provide consultancy and “expert at hand” advice to practitioners across the system.
- Be visible and accessible to families through a range of forms of support including drop-ins, group work and home visits.
- Maintain accurate family case records and ensure compliance with statutory guidance and local procedures.
- Ensure alignment with Early Help assessments and plans, avoiding duplication and promoting coordinated support
- Spend at least 75% of working time delivering direct family-facing support within the named Family Hub, its network sites or through home visits, ensuring families are clear about where and when support is available.

4. Service Planning & Development

- Contribute to the development and delivery of Family Hub and SEND priorities.
- Support the embedding of SEND inclusion within universal and targeted services.
- Help promote integrated pathways across Family Hubs, Integrated Neighbourhood Teams, and child health services.
- Participate in service reviews, audits, and improvement initiatives.
- Contribute to workforce planning and development of the SEND inclusion model across hubs.
- Support development of inclusive practice standards across early years providers, aligned with Ofsted expectations.
- Embed co-production with parents in service design and evaluation.

5. Financial & Resource Management

- Ensure effective use of resources to deliver value for money.
- Support delivery of services within allocated budgets and funding requirements (e.g., grant-funded programmes).
- Adhere to all relevant procurement and financial processes in line with Council policies.

6. Service Improvement

- Support continuous improvement of SEND practice within Family Hubs.
- Monitor outcomes for children and families and contribute to performance reporting.
- Identify gaps in provision and propose improvements to strengthen early intervention and inclusion.

- Contribute to innovation in integrated working, including hub-based and outreach models.

7. Contacts

- Families and carers of children with SEND
- Family Hub staff and Early Help practitioners
- Health professionals (health visitors, therapists, midwives)
- Early years providers and schools
- Local authority SEND and education services
- Voluntary and community sector organisations

8. Additional Responsibilities

- Undertake any other duties commensurate with the role.
- Contribute to emergency responses and priority service delivery where required.
- Participate in training, supervision, and professional development.

9. Key Performance Indicators

- Increased early identification of SEND needs (0–5 cohort)
- Improved access of children with SEND to Family Hub services
- Positive developmental and school readiness outcomes
- Timeliness and effectiveness of multi-agency interventions
- Parent/carers satisfaction and engagement
- Successful transitions into early years and primary education

Person Specification

Best Start SEND Inclusion Practitioner

This person specification will be used for recruitment to this vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
Relevant qualification in Early Years, Child Development, SEND, Social Care, or Health	✓	
SEND specialist qualification (e.g., SENCO, Portage, etc.)		✓
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Enhanced DBS clearance	✓	
Ability to work flexibly across hubs and community settings	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Experience working with children with SEND (0–5) and families	✓	
Experience in Family Hubs or integrated services		✓
Experience working across health, education, and social care	✓	
Experience in MDT or integrated neighbourhood teams		✓
Delivering early identification and intervention support	✓	
Experience supporting transitions to school		✓
4. KNOWLEDGE & SKILLS (list)	ESSENTIAL ✓	DESIRABLE ✓
Child development and SEND frameworks	✓	

Local SEND pathways and statutory processes		✓
Strong communication and relationship-building skills	✓	
Training and facilitation skills		✓
Ability to assess needs and deliver targeted interventions	✓	
Experience influencing practice across teams		✓
Understanding of inclusion and universal service design	✓	
Ability to coordinate multi-agency support plans	✓	

Our values	
Respect	We appreciate what makes us different and include everyone. • We recognise that we all have unique talents, skills and experiences. • We provide a professional service to our residents and colleagues and lead by example. • We celebrate diversity and ensure our working practices are inclusive.
Collaborative	We believe in the power of working together. • We work collaboratively as one council. • We promote creativity and innovation to improve outcomes for all. • We recognise the strength of sharing knowledge and experience.
Efficient	We deliver the best possible outcome by carefully managing our resources. • We are empowered to deliver the most efficient outcome. • We harness new technology and tools to deliver our services efficiently. • We look after our finances and maximise value for money for residents.
Integrity	There is no gap between what we say and do. • We choose what is right over what is easy. • We trust and support each other to get the job done. • We are responsible and accountable for our actions, both good and bad.
Open and honest	We are transparent in the actions and decisions we take. • We provide a safe space to have truthful discussions in a positive way. • We encourage constructive feedback without fear of judgement.

Appendix 1

Organisational Chart

[insert Organisational Chart if available]