



Early Years SEND Quality Assurance Officer

Reports to:	Early Years Inclusion Support Team Manager		
Department:	Children Young People and Community Development	Grade:	PO2
DBS Status:	Enhanced Children Barred	Politically restricted:	No
Job Purpose:			
<ul style="list-style-type: none"> • The Quality Assurance Officer will provide guidance, assurance and challenge in relation to implementation of Ordinarily Available Provision in the Early Years sector in Brent as well as use of SEN Inclusion Funding (SENIF) allocated through the Under-5s Specialist Nursery Panel. • The post holder will be responsible for monitoring the quality, effectiveness and value for money of SENIF-funded provision across early years settings, ensuring funding decisions lead to improved outcomes for children with SEND and are delivered in line with statutory guidance, local policy and agreed panel expectations. • The role will support consistency, transparency and accountability across SENIF processes through quality assurance activity, auditing, data analysis and multi-agency collaboration, contributing to the continuous improvement of early years SEND provision across the borough. 			
Values			
<p>Collaborate proactively. Lead inclusively. Embrace change. Be bold and curious. Celebrate and share our success.</p>			
Job specific roles and responsibilities			
<ol style="list-style-type: none"> 1. Provide quality assurance of SEND provision for children in Early Years settings including a focus on monitoring and supporting the strength of the Ordinarily Available Provision (OAP) in Early Years in Brent. 2. Monitor, evaluate and audit the impact and effectiveness of SENIF spend within specialist nursery and early years settings. 3. Develop, maintain and apply a robust auditing and quality assurance framework specific to the Early Years Settings including those in receipt of SENIF 4. Ensure consistency in expectations, decision-making and follow-up across SENIF-funded settings. 5. Identify themes, risks and areas of concern arising from panel decisions, audits or monitoring activity and escalate appropriately. 			

6. Monitor the quality of ordinarily available provision using Ofsted inspection outcomes, local authority quality frameworks and agreed performance indicators including looking at how this is most effectively enhanced through SENIF funding.
7. Provide support and constructive challenge to early years providers to improve practice and outcomes for children with SEND.
8. Contribute to maintaining an accurate borough-wide overview of early years SEND provision and quality.
9. Maintain accurate, timely and confidential records relating to SENIF funding, quality assurance activity and panel outcomes.
10. Access, update and analyse relevant databases to produce management information, audit reports and performance summaries.
11. Track outcomes for children in receipt of SENIF funding and assess impact over time.
12. Produce clear reports and recommendations to inform service improvement, panel decision-making and strategic planning.
13. Work collaboratively with colleagues across Early Years, including EY Inclusion Support Teams, Quality Improvement teams and Finance. This will include information sharing with other Early Years audit colleagues and/or joint audit visits
14. Build and maintain effective relationships with early years providers, SENCOs, delivery partners and other stakeholders.
15. Support integrated working to ensure services operate cohesively around children and families.
16. Promote inclusive practice and SEND compliance across the early years sector.
17. Ensure all activity complies with statutory early years, SEND and safeguarding legislation and guidance.

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Relevant Level 3+ qualification in Early Years, Education, Child Development, Social Care or related field
2. Strong understanding of Ofsted inspection frameworks for Early Years and childcare provision
3. Knowledge of safeguarding legislation, statutory guidance and safe working practices

4. Understanding of information governance, data accuracy and confidentiality standards
5. Knowledge of inclusive practice and SEND requirements, including the role of SENCOs

Experience

1. Experience of working with a variety of agencies in order to meet children's individual needs.
2. Experience of working in partnership with parents/carers and an understanding of families from a variety of cultural backgrounds .
3. Experience collaborating with multi-disciplinary professionals and external partners
4. Experience supporting or monitoring quality within Early Years settings
5. Extensive experience in financial Auditing
6. Experience maintaining accurate records and preparing reports or data summaries

Skills and Abilities

1. Ability to form good working relationships with parents/carers, practitioners and other professionals through good listening, mediating and negotiating as appropriate.
2. An understanding of multi-disciplinary working and an ability to develop effective ways of working with colleagues from a range of disciplines
3. The ability to work in partnership with SENCOs and other practitioners to promote inclusion
4. Ability to analyse, interpret and evaluate outcomes and performance data
5. The ability to analyse and evaluate outcomes.
6. The ability to use ICT effectively.
7. Ability to communicate effectively orally and in writing.
8. Ability to plan, organise and prioritise own workload and meet deadlines.
9. Willingness and commitment to undertake further training.
10. Willingness to attend occasional evening meetings.

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs