

[BEST START INCLUSION COORDINATOR]

Halton Borough Council
resourcing@halton.gov.uk

SALARY GRADE: HBC Grade 6

WORKING AT HALTON

All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:

- Working Together – building fantastic relationships with colleagues and customers
- Continuous Improvement – Keeping great service delivery at the heart of everything we do
- Personal Growth – Learning, growing and developing ourselves
- Accountability – doing what we say we are going to do
- Inspiring Leadership – positive roles models and leading by example

To read more about our values, click [HERE](#)

We are immensely proud that when asked what's great about working for Halton, the most popular response from our workforce has been 'our colleagues'.

Aside from working with a great team, our employees have access to a fantastic range of benefits, including:

- A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
- Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
- 3 x Salary Life Cover via Local Government Pension Scheme
- Investment in your personal development
- Free Car Parking at HBC sites
- Flexible / hybrid working arrangements available
- Car leasing schemes
- Essential Monthly Car User Allowance

For further information about all the benefits we offer, please click [HERE](#)

ABOUT THE JOB

Management, Supervision and Practice Oversight

- Provide line management to Best Start Inclusion Practitioners, including:
 - Regular, planned supervision in line with organisational policy.
 - Reflective and case-based supervision focused on safe practice, quality, impact and practitioner wellbeing.
 - Support with induction, ongoing development and performance review.

- Ensure BSIPs understand and work within the agreed scope of the role, complementing and not duplicating work undertaken by Area SENCOs, DSCOs and other professionals.
- Provide guidance, coaching and practical problem-solving support to BSIPs to promote confident and consistent inclusive practice.
- Escalate practice, capacity or system issues to senior managers as appropriate.

Quality Assurance, Data and Intelligence

- Oversee the collection and collation of activity data, practitioner intelligence and feedback relating to BSIP delivery.
- Monitor patterns of demand, emerging needs and access across the BSFH network.
- Contribute to the development of simple dashboards, charts and summaries to support service oversight and performance conversations.
- Use data and qualitative insight to identify learning, highlight risks and support continuous improvement.
- Support audits, reviews and evaluation activity linked to the BSFH SEND offer.

Reporting and Accountability

- Prepare regular operational reports for senior managers, boards or partnership groups, clearly summarising activity, outputs, learning and emerging issues.
- Contribute to formal reporting by providing analysis, case studies and practitioner insight.
- Present reports, charts and data at meetings where required, explaining findings in a clear and accessible way.
- Maintain appropriate records to support accountability, governance and inspection requirements.

Partnership Working and Operational Collaboration

- Maintain effective working relationships across Best Start Family Hubs and with health, early years, SEND services, social care, schools, VCF organisations and parent carer representatives at an operational level.
- Support joined-up working between BSIPs and partners to improve early identification and inclusive practice.
- Contribute to multi-agency problem solving and service coordination, escalating barriers where required.
- Support coproduction activity by ensuring that parent and carer feedback informs service delivery and development.

Meetings, Facilitation and Workforce Engagement

- Chair or facilitate operational meetings, practitioner forums and short-term task groups related to Best Start inclusion.
- Prepare agendas, papers and action logs and ensure follow-up and communication of outcomes.
- Support peer learning, reflective discussion and shared problem solving within the BSIP team and wider BSFH workforce.

Supporting Practice and Transitions

- Support BSIPs to promote confident early identification and inclusive practice across the BSFH network.
- Ensure operational arrangements support safe and effective transitions from early years into school, including timely information sharing where appropriate.
- Identify themes and learning from practice that may inform wider system development and feedback these to senior leaders.

ABOUT YOU

- Degree or equivalent professional qualification in early years, education, health, SEND, social care or a related field, or significant relevant experience.

In addition you will have:

Experience

- Experience of operational leadership or first-line management within early years, SEND, Early Help or family support services.
- Experience of providing regular supervision and oversight to practitioners.
- Experience of multi-agency working at an operational level.
- Experience of using data, monitoring information or practice insight to support service improvement.

Knowledge and Skills

- Good understanding of child development (0–5) and inclusive practice.
- Working knowledge of SEND systems, pathways and early identification processes.
- Ability to organise, interpret and present operational data and narrative information.
- Confidence in chairing and facilitating meetings and supporting practitioner forums.
- Strong communication, organisation and problem-solving skills.

Desirable Criteria

- Experience of supporting service development or improvement activity.
- Knowledge of Family Hub delivery models and Early Years SEND policy.
- Experience of working with parent carer forums or VCF partners.

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.
