



## Job Description

<b>Job Title:</b>	Neurodiversity Early Years Specialist
<b>Reports to:</b>	Director of Early Years Services
<b>Hours:</b>	35 hours per week
<b>Location:</b>	3 <sup>rd</sup> Floor, 54 St James Street, Liverpool L1 0AH and at and at any reasonable future location of the ADHD Foundation or, as reasonably directed by the ADHD Foundation which includes other sites/agencies/schools as is necessary to perform duties.
<b>Pay scale:</b>	£22,000 - £25,000 pa (Depending on experience)

*Full Time & Term Time Contracts can be considered.*

### Job purpose

To develop the Early Years Initiative within the ADHD Foundation. Focusing on providing support to children, families and professionals involved with early identification and intervention for children with emerging characteristics of Neurodevelopmental conditions.

### Tasks and Responsibilities

#### Service Delivery

1. To be responsible for the planning, delivery, evaluation and development of the Early Years training offer.
2. To develop sound links with Early Years organisations nationally to support them with early identification and Intervention for children with Neurodevelopmental Conditions in the Early Years.
3. To work therapeutically, with children in FS1, FS2 and KS1 in primary schools and nursery settings across Wirral and Liverpool.
4. To provide coaching to school/nursery staff in FS1, FS2 and KS1 in primary schools, nursery settings and children's centres across Wirral and Liverpool.
5. To provide psycho-educative support to parents/carers, within FS1, FS2 and KS1 in primary schools, nursery settings and children's centres across Wirral and Liverpool.
6. To provide written feedback to Early Years practitioners, and parent/carers, once support within primary schools, and nursery settings has been completed.



7. To provide support to the Early Years Lead by planning, facilitating and evaluating the Parent/Carer Skills Building course.
8. To participate in regular supervision, evaluation and actively contribute to service improvement.

### **Quality Assurance**

The Foundation works to the following quality standards

- BACP
- NICE Guidelines

### **General Responsibilities**

1. To ensure service user confidentiality whilst maintaining accurate client notes, files and records and make the information readily available for review. To comply with the ADHD Foundation's information governance and supporting policies including record management, information sharing and confidentiality. Compliance with GDPR regulations.
2. To develop the knowledge and ability to work within the statutory framework relevant to the client group
3. To implement and adhere to the ADHD Foundation's policies and procedures to provide the highest standards of service delivery and development, meeting statutory requirements and best practice.
4. To implement and adhere to policy and practice in relation to health and safety in all aspects of the post holder's work. To adhere to the post holder's own responsibilities to health and safety within the workplace to colleagues, service users and the general public and also whilst working from other sites.
5. To work within established definitions of acceptable and unacceptable risks. To carry out risk assessments and participate in risk management in accordance with the Foundation's policies.
6. To incorporate Equal Opportunities policy and anti-discriminatory practice in all areas of work.
7. Promote and work within the values of the ADHD Foundation, effectively contributing to its objectives.
8. To contribute to income generation, in line with the strategic and operational objectives of the ADHD Foundation, as appropriate.

### **Personnel and Professional Development**



1. To participate in regular professional supervision, annual performance review and attendance at team meetings.
2. To be responsible for own personal and professional development to actively participate in identifying training needs and to be willing to undertake training where a need has been identified and agreed with the CEO, ADHD Foundation to ensure that an effective service is provided.
3. To maintain knowledge and keep abreast of change in policy, practice and relevant legislation and inform the CEO, ADHD Foundation of these changes.
4. To be able to provide a flexible approach, to working hours, to support with training – this could include evenings, and some Saturday working.
5. The post will be based at 54 St James Street, Liverpool. However, due to the nature of the services delivered by the ADHD Foundation, the post holder will be required to work from other sites/agencies/schools/ nursery settings, as is necessary to perform the duties of the role.
6. To undertake any other reasonable duties as directed by the CEO, ADHD Foundation that may reasonably fall within the scope of the post.
7. To undertake training to ensure job requirements are met. [OBJ]

### Person Specification

	Essential	Desirable
<b>Qualifications/Education</b>	<p>Educated to NVQ3 or equivalent level of knowledge/experience.</p> <p>Evidence of constant pattern of learning which can be gained from relevant experience and/or education</p> <p>Holds a full UK driving licence.</p>	<p>Educated to degree level with a qualification relevant to the role e.g, Early Years, Childhood studies, Social work.</p> <p>Early Years Professional Status.</p> <p>Post Graduate certificate in Early Years education.</p>
<b>Experience and knowledge</b>	<p>Evidence demonstrating knowledge and understanding of Neurodevelopmental Conditions.</p> <p>Evidence demonstrating knowledge and understanding of child development and attachment theory.</p>	<p>Experience of working with children demonstrating behavioural challenges.</p> <p>Knowledge of the Early Years Foundation Stage Profile and the SEN code of practice.</p>

	<p>Experience of assessing, monitoring and facilitating change in line with service users needs.</p> <p>Experience of working with children and families from a range of diverse backgrounds and tailoring support to meet the needs of the service user.</p> <p>Knowledge of the statutory framework for safeguarding children and adults.</p> <p>A good understanding of the Social and Emotional aspects of learning.</p> <p>Experience of working 1:1 and in small groups with children with additional needs.</p>	<p>Experience of planning, facilitating and evaluating parent skills building programmes.</p> <p>Experience of planning, facilitating and evaluating professionals training courses.</p>
<b>Skills and personal attributes</b>	<p>Ability to uphold and implement the Foundation's mission, values and core policies, including Equal Opportunities</p> <p>Excellent interpersonal skills and ability to develop constructive working relationships with identified children and families as well as a wide range of service users, carers and partner agencies.</p> <p>Proactive, resourceful and willing to contribute to the team in the interests of the overall service aims.</p> <p>Enthusiastic and willing to learn.</p> <p>Ability to communicate clearly and effectively in a variety of professional settings</p>	<p>Experience of using smartboard technology.</p> <p>Experience in using computerised systems including Microsoft Word, Powerpoint, and Outlook competently.</p> <p>Experience using IAPTUS system.</p> <p>Willingness to work away from home from time to time</p>



	<p>Willingness to work flexible hours in accordance with the needs of the service..</p> <p>Support the training Portfolio of the ADHD Foundation in both design and delivery</p>	
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ADHD Foundation Neurodiversity Charity is committed to creating a diverse and inclusive workplace.

We are proud to be an equal opportunity employer. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity.

ADHD Foundation does not require disclosure to make reasonable adjustments. Please let us know how we can support you to work at your best.