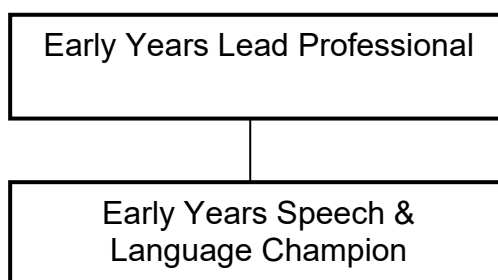




Job Description & Person Specification

Post Title	Early Years Speech and Language Champion				
JE Reference	X213	Grade	D	SCP Range	9 - 11

Reporting line:



Job Purpose:

The post holder will be an integral member of the Achievement Team within Education, working closely with the Family Hubs leadership team to champion the speech, language and communication graduated response pathway and associated interventions. The role will support early years providers and schools to strengthen practice, improve access to appropriate support, and help ensure that children are valued, happy, healthy, ready to learn and able to thrive.

Relationships:

Accountable to: Early Years Lead Professional

Accountable for: N/A

General Contacts: Early years providers, primary schools, Family Hubs, LA professionals, Health Visitors, SALT, Thrive at Five

Key duties and responsibilities:

1. Support early years providers, including school nurseries, to embed Early Talk Boost through advice, practical support and training.
2. Embed and oversee use of the Early Talk Boost tracker, including encouraging settings to record child-level data for children who have received the intervention.
3. Support Family Hubs Lead Officers with coordination of the Early Words Together @ 3 programme in schools, including promoting the offer, recruiting participating schools, supporting identification of parent cohorts and collating intervention data.

4. Undertake train-the-trainer development for Early Talk Boost and Early Words Together @ 3, and facilitate training for early years professionals, including childminders.
5. Provide occasional capacity within settings to enable early years professionals to deliver Early Talk Boost or undertake WellComm screening and interventions.
6. Coordinate and collate feedback from parents, carers and staff about Home Learning Environment programmes to demonstrate outcomes and impact.
7. Attend relevant meetings relating to the Home Learning Environment, speech and language offer, including working groups and regional webinars, as required.
8. Support the roll-out of WellComm to Family Hubs, Health Visiting teams and early years providers, including regular monitoring of data submissions.
9. Support review and continuous improvement of the speech and language graduated response pathway.
10. Contribute to the monitoring of quality across early years and school-aged childcare provision, ensuring practice remains accessible, compliant and responsive to the needs of children and families.
11. Play an active role in delivering the local authority's Best Start in Life plan and contribute to wider service priorities and initiatives
12. Provide a consistent and trusted point of contact for early years settings regarding the speech and language graduated response for individual children, acting as a connector, navigator and advocate across the system.
13. Promote Family Hubs services within early years settings and schools, respond to enquiries and signpost families and professionals to appropriate early years services within the Best Start Network.

General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.

6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

Last Updated: September 2026

Author: Danielle Parr

POST TITLE	GRADE
Early Years Speech and Language Champion	D

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
EXPERIENCE	• Knowledge and commitment to the early help agenda and government policy in relation to the Best Start in Life, Family Hubs and Healthy Babies Programme • Experience of working directly with young children and their families in an early years provision. • Experience of planning, facilitating and evaluating groups. • Experience of developing positive relationships with colleagues and partners	• Experience of family work and home visiting. • Experience of delivering training.	A, I
SKILLS AND ABILITIES	• Good communication and interpersonal skills • Ability to advocate on behalf of families • A high level of self-motivation and enthusiasm • Good problem solving and negotiation skills • Ability to articulate using language that is appropriate to the audience • Ability to work independently and use own	• Ability to facilitate multi-agency support for families. • Ability to navigate systems and advocate for families. • Experience of multi-agency working and community development/ outreach. •	A,I

	- initiative - An ability to engage children and young people - Good organisational and prioritising skills - Competent IT skills - Competent record keeping skills		
EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	- Good level of general education - Level 3 qualification in Early Years, Childcare, or a related field (NVQ 3, NNEB, BTEC, or equivalent). - Strong knowledge and understanding of child development, early intervention strategies, and inclusive practice. - Knowledge of Early Years Foundation Stage. - Sound knowledge of the Council's Safeguarding policies and procedures - Basic knowledge of the issues affecting families in Redcar and Cleveland - Basic knowledge and understanding of ethical and practice boundaries when working with families - Knowledge of health and safety policies and procedures	- Level 4 or above qualification or equivalent in a subject relevant to working with children and families. - Experience of delivering evidence-based HLE programmes e.g. Early Talk Boost, Early Words Together at 3, Wellcomm screening. - Paediatric First Aid	A,I,C
OTHER REQUIREMENTS	- Flexible approach to work by responding to the needs of the services, including evening and weekend work when required. - Commitment to own continuous personal and professional development - Strong team player, committed to an ethos of continuous improvement	Evidence of own continuous personal and professional development	A, I, C

	• Enthusiasm and passion about working with children and families • Ability to meet travel requirements of the role • Full driving licence and access to own vehicle		
COMMITMENT TO EQUAL OPPORTUNITIES	• Commitment to equal opportunities and the ability to recognise the needs of different service users	• Evidence of having completed training in equality and diversity awareness	A,I
COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	• Commitment to provide a customer-focussed service	• Evidence of surpassing customer expectations or service targets / goals	A,I

METHOD OF ASSESSMENT: (*M.O.A.)

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE
R = REFERENCE