

Job Description



Job Title: Early Notification Co-ordinator	Service Area: Early Years education and childcare team	
Directorate: Children and young people	Post Number: 30383	Evaluation Number: 7723
Grade: SO1	Date last updated: January 2026	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

The role is responsible for overseeing the Early Years SEND early notification process, managing contracts for commissioned SEND services in Newham, as well as providing support for the area SENCO team.

Job Context – Key tasks and responsibilities

1. The post holder reports to Strategic Lead for Early Years education and childcare and will : -
 1. be responsible for coordinating the early years SEND early notification process from start to finish. This includes triaging of cases to ensure they are directed to the correct support pathway, enabling timely and effective intervention. The role involves liaising with and supporting members of the multi-agency panel, responding to queries and requests for support from education, health, and early support colleagues, and managing service user relationships with tact and professionalism. They will also deputise for the chair of the multi-agency panel as required.

2. maintain the ICT database and producing accurate data reports to ensure the local authority remains accountable in meeting the statutory requirements outlined in the SEND Code of Practice (DfE, 2014).
3. To deputise for the chair of the panel as and when required.
4. To provide flexible support for the area SENCO team, responding to needs as required. This ensures that the LA is meeting their statutory requirement as part of the EYFS, Children and Family Act (2014) and SEND Code of Practice (2014).
5. oversee the school transition process for children identified through the Early Notification pathway. This will be carried out in close collaboration with SEND support services, the Area SENCO team, and health professionals to ensure smooth and well-coordinated transitions into appropriate educational settings.
6. Manage the contract management of commissioned SEND services, fostering strong professional relationships with service providers. They will ensure that required data reports are submitted, analysed effectively, and that appropriate responses are made based on the findings to support continuous service improvement
7. oversee the SENIF and DAF payment database, responding to any queries, relating to funding.
8. To support other functions within the team as and when required.

Person Specification:

<p>KNOWLEDGE:</p> <p>A clear understanding of Local Authority statutory duties and responsibilities in relation to the SEND Code of Practice (Dfe,2014)</p> <p>Specialist knowledge of the Early Education and Childcare sector.</p> <p>Knowledge of ICT systems</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>EXPERIENCE:</p> <p>L3 Qualification in SEND</p> <p>GCSE in Maths and English</p> <p>Experiencing of managing and coordinating large databases.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>

	Application Form/Interview/Test
<p>SKILLS AND ABILITIES: Good oral and written skills and the ability to deal with a range of audiences</p> <p>Ability to form and maintain positive working relationships with a wide range of people within the organisation, with schools and external partners.</p> <p>Ability to work methodically, demonstrating organisational skills</p> <p>Proven problem solving skills.</p> <p>Tact and diplomacy.</p> <p>.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to work both independently and collaboratively to meet agreed strategic goals.</p> <p>Ability to think creatively.</p> <p>Ability to meet deadlines and manage own workload in a professional manner.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview/Test</p>

<p>This post is subject to a [standard/enhanced] DBS check.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>	<p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>
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