

CAMBRIDGESHIRE COUNTY COUNCIL

JOB DESCRIPTION

Job Title:	Parents' School Preference Adviser
Section:	Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS)
Directorate:	People Services
Reports to:	Manager – SENDIASS
Grade:	Scale 5
Location:	New Shire Hall, Alconbury Weald
Hours:	37 hours, term-time only plus two weeks one at the beginning and one at the end of the school summer holidays. This is a Fixed Term 1 Year contract. Salary is prorata.

Job Purpose:

- to provide an independent and impartial, practical support and advice service to those parents (c.30%) likely to need additional help at any stage of the transition process during their child's education; and, when not engaged in such activities
- to be responsible for case-work as directed by the SENDIASS Manager

Principal Accountabilities:

1. to ensure common application forms and, where appropriate, supplementary information forms are completed and reach the local authority by the required deadline in order to improve parents' chances of being allocated their preferred school
2. to support parents who have difficulty with any transition process ie starting school, Infant to Junior, Primary to Secondary and in year transfers or with completing the required application/information forms to express the best and most realistic school preferences for their child
3. to offer independent and impartial advice on the preferred options of parents; to provide accessible, easy to understand information to parents from diverse community groups; to improve parents' understanding of the transfer process and increase their awareness of the likelihood of being

- allocated a place at the school or schools they would most like their child to attend
- 4 to support parents with the appeal process, including attendance at appeals, when they have been unsuccessful with their choice of school
 - 5 to attend secondary school open evenings, offering one-to-one and or small group support for parents, to organise drop-in sessions for parents at identified nursery and primary schools and hold one-to-one sessions with parents when required to assist parents through the application process
 - 6 to contact parents who fail to submit applications following an initial reminder by the Admissions Team to ensure their children do not miss the opportunity of being allocated a place at a preferred school.
 - 7 to support the Admissions Team and school staff and liaise with area and locality teams and parent support groups to ensure appropriate advice is given to parents
 - 8 when not engaged in Parents' School Preference Advice activities, to be responsible for a case-load as a result of calls of concern to SENDIASS
 - 9 analyse data on patterns of preferences and allocations and on the accessibility of information and engagement by parents
 - 10 to keep and maintain accurate case files
 - 11 to produce evaluation reports as required
 - 12 Membership of the County's School Admission Forum