

Job Description

Job Title: SENDIASS Development Officer - Health

POSCODE: CCC1747

Grade: S01

Fixed term contract for one year – full time. Secondment welcome.

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

To design and implement a range of internal service improvements emerging as part of the SEND strategy and contribute towards broader strategic work underway across Children's Services including closer working with health and social care

To support the development of group work for parents of children with SEND, linking with the central Parent Support Team and enabling greater volunteering opportunities within the SENDIASS

To develop a strategic working relationship with the Clinical Commissioning Group (CCG) and strong working relationships with its constituent departments (OT, SALT etc)

To line manage the SCIP Coordinator and Parents' School Preference Adviser

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	Design and implement a range of internal SENDIAS service improvements to ensure the service can fully respond to legislative changes emerging through the Children and Families Act 2014. This will include undertaking some strategic work.
2.	To support the development of group work and training for parents of children with SEND, ensuring that links are made to the central Parent Support Team.
3.	To implement strategic links with the Clinical Commissioning Group (CCG) required by the Children and Families Act 2014 and the Section 256 agreement with the CCG resulting from their joint commissioning of the SENDIAS service. This will include building better working relationships with the CCGs constituent departments to facilitate better working between us to the benefit of parents and carers of children with SEND and young people and children with SEND themselves.

4.	To lead a new approach to volunteering to increase the number of volunteers activity working with SENDIASS.
5.	To ensure Parent's School Preference Advice is made accessible to all parents but particularly those who do not readily engage with the process.
6.	To line manager the SCIP Coordinator and the Parents' School Preference Adviser
7.	To undertake other duties, as requested, from time to time, by the SENDIASS Manager
8.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
9.	
10.	

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification
Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job - overseas equivalents will be recognised.

(Please note for some roles you may be required to register with a professional body e.g. Social Work England that have specific rules in relation to overseas qualifications).

Qualifications Required	Subject	Essential/ Desirable
Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent; including professional qualification in education, health, child development or relevant areas		Essential
SENDIASS specific qualification		Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Extensive SEND knowledge	Extensive knowledge of SEN related legislation, Code of Practice and guidance and related legislation including Disability Discrimination.	Essential
Ability to manage and motivate staff	Ability to manage and motivate staff ensuring they provide impartial and arm's length advice and support and promote partnership working with all agencies	Essential
Ability to work with parents and professionals	Ability to work with parents and professionals in difficult and challenging situations	Essential
Ability to work independently and as part of a team.	Ability to work independently and as part of a team.	Essential
Able to work with a wide range of professionals	Able to work with a wide range of professionals from Service Managers to front line staff	Essential
Knowledge of relevant research and ability to train	Knowledge of relevant research, group activities and training appropriate for parents of children with SEND	Essential
Good IT skills	Good knowledge and practical experience of Microsoft Office	Essential
Ability to keep up to date in relevant areas	Ability to keep up to date with a regular flow of legislation and initiatives ensuring the	Essential

	services practices reflect these and can provide	
Budget management	Allocate funding according to identified and prioritised service aims and work with and monitor budgets within these.	Essential
Successful completion of one or more accredited SENDIASS courses	Successful completion of one or more accredited SENDIASS courses	Desirable
Knowledge of working within a range of frameworks	Knowledge of working within a regional and national framework and working with a regional group to support national strategies.	Desirable
Management Qualification.	Successful completion of an accredited Management Qualification.	Desirable
Skills		
Ability to work with others in challenging situations.	Ability to work with parents and professionals in difficult and challenging situations. Knowledge about supporting individuals in situations of extreme emotion will be required	Essential
Ability to empower parents	Ability to empower parents to enable them to address future concerns on their own	Essential
Ability to work with a wide range of practitioners	Ability to work with a wide range of practitioners and adapt your approach as required	Essential
Ability to manage and motivate	Ability to manage and motivate others including volunteers or direct reports.	Essential
Ability to manage a difficult workload	Ability to manage a difficult workload and constantly revise priorities	Essential
Ability to remain calm and focussed	Ability to keep calm, focused and objective in emotionally difficult and stressful situations	Essential
Organisation abilities	Proven organisation abilities to a high standard.	Essential
Ability to work flexibly	There will be occasional early starts or evening meetings and flexible working will be required to accommodate these and periods of high workload	Essential
Excellent ability to communicate	Excellent ability to communicate with a range of stakeholders including senior officers, professionals, and parents.	Essential
Ability to think creatively	An ability to think creatively and a capacity to think ahead	Essential
Ability to use initiative	Ability to use own initiative and work with a degree of autonomy	Essential
Energy, enthusiasm, and flexibility	Energy, enthusiasm, and flexibility	Essential

Research ability	Abilities to research information	Desirable
------------------	-----------------------------------	-----------

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks ✓

NB Fixed term contract for one year – full time. Secondment welcome.