

JOB DESCRIPTION

Job Title: **Additional Needs Adviser**

Team: 14-25 Additional Needs Team

Service: SEND Service 0-25

Directorate: People and Communities

Reports to: Team Leader

Grade: Scale S02

Location: Various locations: Cambridgeshire: City, Huntingdonshire, South Cambridgeshire, East Cambridgeshire, Fenland

Hours: 37 hours per week

Overall purpose of the job

The post holder will play a key role with providing specialist and expert impartial advice, information and support in education, employment/training and work routes. We work with Cambridgeshire young people with Education, Health and Care Plans, (aged 14-25 years) who are/have attended mainstream/area special schools/colleges/alternative provision and out-of-county specialist education provision.

The Children and Families Act 2014 requires local authorities to provide children and young people with information and support relating to their SEN or disability. Many children will access information advice and support from their parents and school. Some young people may want access separate information and advice in relation to their complex needs regarding their future education, employment, and training.

Our team play a significant role in supporting young people during the transfer from school to the next stage of their education, training, or employment. We work collaboratively with a range of professionals across directorates to provide a holistic approach to transition and preparing for adulthood.

Though we are not a statutory service, it is important for the Additional Needs Pathway Advisers to support the Local Authority with their statutory duties and functions for young people with SEND. As part of our role, we will build strong partnerships with the Statutory Assessment Team (SAT) and provide vital sources of information as part of their post-16 consultation process and preparing for adulthood pathways. We also provide a clear indication of the pupils' views and wishes as part of this process.

Main accountabilities

	Principle accountabilities
50%	<p data-bbox="300 389 1161 425">WORKING WITH YOUNG PEOPLE AND THEIR FAMILIES</p> <ul style="list-style-type: none"> <li data-bbox="347 470 1374 577">To provide specialist up-to-date impartial information and advice to enable young people from 14-25 years to make considered choices and to reach their potential in life and learning. <li data-bbox="347 582 1321 689">Attend EHC Plan reviews for targeted school/college leavers. Attend subsequent key meetings to ensure there is a clear focus on future aspirations which is reflected in the EHC Plan. <li data-bbox="347 694 1374 801">To provide targeted transition support for young people with complex needs or at risk of becoming NEET (not in education, employment, or training) with moving on from post-school/college/work related provision. <li data-bbox="347 806 1353 878">To hold termly meetings at school and college to identify young people who are at risk of non-engagement. <li data-bbox="347 882 1342 990">In addition, to ensure, during the EHC Plan review and subsequent meetings there is a focus on the young person's development of skills and therefore outcomes to support future aspirations in planning. <li data-bbox="347 994 1374 1102">Addressing barriers to progress and assessing support needs to widen participation and aspirations. This will include young people who require bespoke educational packages. <li data-bbox="347 1106 1353 1178">To identify gaps and themes in local provision and ensure information is shared appropriately. <li data-bbox="347 1182 1382 1330">Target support for those young people in Out of County Specialist Provision/Alternative Provision and deliver expert advice and information on EET to enable clients to return to F.E in Cambridgeshire (as appropriate). <li data-bbox="347 1335 1358 1442">Support our schools and colleges with supporting young people with key transition points through partnership agreements; group sessions and 'Moving-On events'. <li data-bbox="347 1447 1385 1518">To provide specialist consultancy to schools, colleges, learning providers and other agencies. <li data-bbox="347 1523 1334 1594">To complete 'Vocational Profiles' for those young people identified as wanting to move on to work. <li data-bbox="347 1599 1289 1671">To complete high quality reports as part of Statutory Assessments Team's Post-16 consultation process. <li data-bbox="347 1675 1385 1747">Ensure Additional Needs Pathway Advisers can demonstrate their impact for improved outcomes for children and young people with SEND.
20%	<p data-bbox="300 1778 699 1814">PARTNERSHIP WORKING</p> <ul style="list-style-type: none"> <li data-bbox="347 1818 1350 1926">To support schools and colleges through their <i>Career strategy: making the most of everyone's skills and talents</i> through our 'Partnership Agreements' <li data-bbox="347 1966 1391 2038">Meeting termly with schools/colleges to identify those young people most at risk of non- participation or in need of signed transition packages.

	<ul style="list-style-type: none"> • Contributing to the negotiation and monitoring of Partnership Agreements in area special schools. • Provide specialist consultancy and training to schools, colleges, SEND services, Social Firms/Enterprises, and other multi-agencies. • Termly meetings with SAT casework officers to discuss school leavers. • Attend home visits and CIN meetings with Children's and Adult Services to provide a holistic plan for young people moving on from school/college. • Attend meetings and events held by schools, Pinpoint and SENDIASS to complement the Education Health Care Plan review process and for the continued support and advocacy for young people with additional needs. • To deliver training sessions/attend team meetings for our partners across directorates and education settings • Through referrals and joint meetings support and help navigate the options available for young people who have been identified as having outcomes relating to work related routes.
15%	MANAGING INFORMATION <ul style="list-style-type: none"> • To inform and manage updates of a young person's circumstances and feed these back to the relevant professionals. • Keep up-to-date information of young person's records on database in line with Service Practice Standards • Demonstrate continuous improvement with quality assurance. • Sharing information in compliance with agreed protocols
10%	STAFF SUPPORT <ul style="list-style-type: none"> • To actively participate in and use individual and Peer Supervision/Huddles to reflect on individual cases and strength-based conversations.
5%	COMMITMENT TO CONTINUOUS IMPROVEMENT <ul style="list-style-type: none"> • Keeping up to date with developments with post 16 offer of learning. • Keeping up to date NEET young people, monitor on a regular basis through case audits. • Keep up to date with professional development by attending learning provider visits, services for young people and families to be sign posted to. • Accessing appropriate training and development opportunities

Person Specification

Additional Needs Pathway Adviser Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
5 GCSEs at Grade C or above or equivalent.	English	E
Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent; including professional qualification.	Guidance or other relevant qualifications.	E
Higher Degree; Master's degree; Bachelor's degree + qualification; NVQ level 4 or equivalent; including all chartered professions and post-graduate qualification.	Guidance or other relevant qualification	D

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

Knowledge	Essential/ Desirable
<p>We are committed to equal opportunity and the promotion of young people with additional needs. We will require you to understand and demonstrate your commitment to this.</p> <p>We also require you to have a good understanding and commitment for the safeguarding and the welfare of children and young people/vulnerable adults</p>	<p>An awareness of SEND legislation: good knowledge of SEN Code of Practice 2014/Equality Act (2010), Preparation for Adulthood Agenda, Local Offer.</p> <p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p> <p>Demonstrate an understanding of safeguarding legislation and its implementation with safe working practices that apply to this role.</p>

Extensive experience of multi-agency works with young people and their families.	Ability to create and maintain good working relationships with young people their families with a wide range of professionals and partners. Commitment to impartial and anti-discriminatory practice.	E
Knowledge of opportunities for post-16 learners with additional needs.	Good knowledge of current education issues, KS4, 5 curriculum, Supported Internships; apprenticeships, other training and re-engagement activities.	E
Knowledge of the benefits system	Knowledge of the wide range of benefits available to young people and their families including the Bursary Fund, Child Benefit, JSA and Hardship funds	D
Local knowledge of opportunities in education, employment and training.	Knowledge of opportunities in learning and employment in Cambridgeshire and bordering authorities for input into our Moving On booklets.	E
Skills		
Communication	<p>Proven ability to have excellent verbal and written communication skills.</p> <p>To provide timely responses to our young people and professionals as per our practice standards.</p> <p>Ability to be assertive and confident and positive (but realistic) representative of our team during meetings and events.</p> <p>Empathy with and the ability to relate to a wide range of young people, especially with young people with additional needs.</p>	E
Guidance and problem Solving Skills	Ability to gain a clear overview of complex issues, identify and	E

	negotiate a potential course of action based on information gathered and knowledge of opportunities	
Advocacy	Ability to challenge educational professionals in relation to providing impartial advice and guidance and options. In addition, to ensure during the EHCP review process and subsequent meetings there is a focus on the development of skills and therefore outcomes to support future aspirations in planning.	E
Resilience	<p>Ability to manage challenging situations and maintain professional boundaries.</p> <p>The ability to demonstrate a flexible approach to adapting strategies to changing circumstances and responsive to new ideas.</p>	E
Ability to work autonomously	Self- disciplined good time management and prioritisation of workload. Ability to plan and complete tasks to meet the needs of the role.	E
Teamwork	Ability and experience of working collaboratively with multi-agencies.	
ICT Skills	<p>Ability to communicate through a range of media including report writing. Must be able to use I.T systems/databases.</p> <p>Keep up-to-date and timely records on our young peoples' database as per practice standards.</p> <p>To ensure an electronic calendar is always maintained and up to date.</p>	E
Ability to travel	Ability to work across Cambridgeshire on a regular basis. Willingness to travel to out of county specialist provision for Cambridgeshire students with EHCP reviews.	