SEN Advisor

**Job Description**

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

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| Post title | **SEN Advisor** |
| Reports to | **SEN Officer** |
| Department | **Learning Support** |
| Grade |  |
| Contract | **Part Time - Permanent** |
| Location | **Sunderland and Hartlepool** |

### ROLE PURPOSE

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| 1. To facilitate a seamless and high quality and confidential customer focussed transition service to students with SEN. 2. To contribute to the Education Health Care Plan process. 3. To contribute to and update Transition and Education Health Care Plan databases. 4. To collaborate with stakeholders to ensure the needs of SEN students are met. 5. To uphold and ensure the delivery of the college values and responsibilities with   regard to equality and diversity and safeguarding. |

### KEY ACCOUNTABILITIES

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| .   * 1. To work in partnership with schools, external stakeholders, learning support co-ordinators and curriculum teams in the development of effective Transition Plans for students with SEN.   2. To work in partnership with schools, learning support co-ordinators and curriculum teams in the development of taster sessions for students with SEN   3. To carry out initial needs assessments for students with SEN and liaise with learning support co-ordinators and administration officer.   4. To manage a caseload of students, ensuring their needs are met both inside and outside of the classroom.   2.1 To be a college point of contact for issues relating to Education Health Care Plans (EHCP)   * 1. To attend relevant Education Health Care Plan meetings   for those students with SEN who have made an application  to the College.   * 1. To develop collaborative relationships with individuals who   have SEN, their families and external agencies to reach  agreement on positive outcomes.   * 1. To respond professionally and communicate effectively with   young people and parents in both face to face meetings and  in written communication.   * 1. To liaise and share information relating to EHCP’s with   learning support staff and curriculum teams.   * 1. To contribute to in year progress EHCP reviews for High Need   Students with learning support and curriculum staff.   * 1. To assist with co-ordination of annual EHCP reviews with learning   support, Curriculum staff and external organisations, ensuring those  students who are leaving college have clear destinations and outcomes.  3.1 To assist in maintaining accurate databases for SEN students and those students with EHCP’s.  3.2 To share accurate information with learning support co-ordinators and specialists support team.    4.1 To liaise and assist learning support staff to draw up relevant transition and support plans for SEN students.  4.2 To attend initial meetings with learning support and curriculum staff for SEN students.  5.1 To take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults.  5.2 To promote equal opportunities and implementation of the College’s Equality and Diversity Policy.  5.3 To uphold the college’s SEND promise.  . |

### GENERAL

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| * Travel to other locations to attend meetings and meet with the teams when required. * To work at any of the College sites on a temporary or indefinite basis. * To undertake such duties as are reasonably allocated, appropriate to the grade of the post. * To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. * To uphold British Values, the college values and responsibilities with regard to equality and diversity. * To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation * Undertake such other duties as may be reasonably required. |

| **Person Specification**  **Post Title:SEN Transition Officer Post Ref:** | | | | **ASSESSMENT METHOD** | | | |
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|  | **Essential** | **Desirable** |  | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Qualifications** | | |  |  | | | |
| Level 2/3 Learning support qualification or equivalent | ★ |  |  | ★ | ★ |  |  |
| Level 2 Literacy and Numeracy qualification | ★ |  |  | ★ | ★ |  |  |
| Level 2 ICT or equivalent qualification, Word, Excel & database |  | ★ |  | ★ | ★ |  |  |
|  |  |  |  |  |  |  |  |
| **Experience** |  |  |  |  |  |  |  |
| Full working knowledge of the SEN code of practice and other relevant legislation | ★ |  |  |  | ★ | ★ | ★ |
| Experience of liaison with schools, internal and external agencies |  | ★ |  |  | ★ | ★ | ★ |
| Experience of liaising with schools, learning support and curriculum staff to develop a transition pathway into college. |  | ★ |  |  | ★ | ★ | ★ |
| Creates a positive image of the college through the delivery of a high quality customer focussed service | ★ |  |  |  | ★ | ★ | ★ |
| Experience in the development of the assessment process and to liaise with schools, Learning Support and curriculum staff to provide an effective support package to students with SEN |  | ★ |  |  | ★ | ★ | ★ |
| An extensive understanding of the additional learning support needs of students | ★ |  |  |  | ★ | ★ | ★ |
| Experience in maintaining, monitoring and reviewing student documentation using college systems (pro-solutions/pro-monitor) |  | ★ |  |  | ★ | ★ | ★ |
| Expertise in reviewing and the development of Education Health Care Plans |  | ★ |  |  | ★ | ★ | ★ |
| Experience in co-ordinating Education Health Care Plan and High Needs progression meetings with internal and external agencies |  | ★ |  |  | ★ | ★ | ★ |
| Experience of reporting of student support issues (internal and external) | ★ |  |  |  | ★ | ★ | ★ |
| **Skills/ Knowledge/ Aptitude** |  |  |  |  |  |  |  |
| Excellent communication skills | ★ |  |  |  | ★ | ★ | ★ |
| Excellent interpersonal and presentation skills | ★ |  |  |  | ★ | ★ | ★ |
| Good organisational skills | ★ |  |  |  | ★ | ★ | ★ |
| Ability to communicate and liaise productively with internal and external agencies | ★ |  |  |  | ★ | ★ | ★ |
| Flexible and able to work on own initiative and as part of a team | ★ |  |  |  | ★ | ★ | ★ |
| Good IT skills to include data input accuracy and the ability to manipulate data using Microsoft software packages | ★ |  |  |  | ★ | ★ | ★ |
| Accurate record keeping and report writing | ★ |  |  |  | ★ | ★ | ★ |
| Knowledge of Education Health Care Plan Process | ★ |  |  |  | ★ | ★ | ★ |
| Thorough understanding and application of the principles and procedures of safeguarding young people and/or vulnerable adults  Familiarity with other social care services | ★ |  |  |  | ★ | ★ | ★ |
| **Personal Attributes** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | ★Criminal records check via DBS | ★ | ★ | ★ |
| Proven ability to interact effectively with all members of the college community (Parents, staff, learners and stakeholders) | ★ |  |  |  |  |  |  |
| To be positive, proactive and approachable with strong interpersonal skills | ★ |  |  |  | ★ | ★ | ★ |
| To ensure a high degree of professionalism at all times | ★ |  |  |  | ★ | ★ | ★ |
| To be resilient and calm when working under pressure | ★ |  |  |  | ★ | ★ | ★ |
| Required to work flexibly as and when required | ★ |  |  |  | ★ | ★ | ★ |
| To take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults | ★ |  |  |  | ★ | ★ | ★ |
| To uphold the college values and responsibilities with regard to equality & diversity | ★ |  |  |  | ★ | ★ | ★ |