



Coventry City Council

Job Description

Job Title:	Children and Young People's Officer (SEND IASS)	Job Number:	L3003D
Service:	SEND Information Advice and Support Service	Grade:	5
Location:	Limbrick Wood Centre		

Job Purpose:

To enable the SEND IASS to fulfil its duties in line with the Children and Families Act 2014, by engaging and supporting Children & Young People to access and shape the delivery of the service through active participation.

To offer information, advice and support to children and young people (0-25) and their families on all matters related to Special Educational Needs & Disability (SEND), exclusion from school and other related education, health and social care issues.

Main Duties and Responsibilities:

1. Interpret Government legislation and guidance in relation to SEND and Exclusions and keep abreast of current national and local processes and developments in these areas.
2. Advise and support children and young people via a range of communication methods, ascertaining the needs of individuals and responding as required, and signposting effectively to other agencies when information is outside the scope of the role.
3. Support children, young people and/or parents at formal and informal school/college meetings and assist in the preparation of reports for Education, Health and Care assessments, plans and reviews.
4. Enable children and young people to express their views and have their voice heard in decision making at both an individual and strategic level through individual and group work in a range of settings (schools/colleges/youth clubs etc)
5. Provide a high quality point of contact for children and young people, to address their queries and requests, providing them with information, advice and support to help understand procedures and interventions.
6. Attend multi-agency meetings with children and young people and parents as required, and work with statutory services and voluntary agencies to ensure positive outcomes for families.
7. Develop a range of materials and resources alongside/for children and young people to explain SEND and exclusion processes, and facilitate their involvement in processes through a person-centred approach.

8. Actively promote the work of the Information, Advice and Support Service by organising, facilitating and delivering workshops/ SEND events for children and young people with SEND.
 9. Participate as required in local and regional initiatives and developments around SEND, Behaviour and Exclusion.
 10. Contribute to the delivery of training for schools/colleges and other agencies to assist them in supporting involvement of children and young people with SEND and increase understanding/raise awareness of the needs of children/young people from vulnerable groups.
 11. Occasional working outside of normal working hours may be required e.g. Home visits and workshop facilitation
 12. Use own initiative to manage and prioritise workload, and advise the IASS manager on operational and strategic issues in relation to SEND.
 13. Report to the Information, Advice and Support Service Steering Group and the Lead LA Officer as required presenting written and verbal reports supporting the key tasks assigned.
 14. Participate in professional development opportunities, including the NCB's Independent Supporter training.
 15. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Information, Advice and Support Service Manager

Date Reviewed: July 2020



Coventry City Council

Person Specification

Job Title:	Children and Young People's Officer	Job Number:	L3003D
Service:	SEND Information Advice and Support Service	Grade:	5
Location:	Limbrick Wood Centre		

Area	Description
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Knowledge:	<ul style="list-style-type: none"> Of the education system, in particular a comprehensive knowledge of government legislation and guidance in relation to Special Educational Needs and Disability (SEND) and exclusion i.e. Children and Families Act 2014, Equalities Act 2010, national exclusions guidance
	<ul style="list-style-type: none"> In-depth knowledge of local procedures and practices in relation to SEND and Exclusion.
	<ul style="list-style-type: none"> Knowledge of co-production techniques with children/young people
	<ul style="list-style-type: none"> Understanding of the issues and principles of confidentiality

Skills and Abilities:	<ul style="list-style-type: none"> Excellent listening, writing and communication skills including questioning and information seeking
	<ul style="list-style-type: none"> Organisational skills to manage a complex caseload, prioritise workload and meet conflicting deadlines
	<ul style="list-style-type: none"> Skilled in using a range of media e.g social media, websites, audio/visual to promote engagement
	<ul style="list-style-type: none"> Ability to empower children/young people & families and encourage self-advocacy
	<ul style="list-style-type: none"> Ability to develop and promote effective working relationships with a wide range of professionals at all levels in the statutory, voluntary and private sectors
	<ul style="list-style-type: none"> Ability to use calming skills and empathise with distressed children/young people, providing information to them in a sensitive manner
	<ul style="list-style-type: none"> To be a creative thinker in producing practical activities for children/young people with SEND (0-25 yrs)
	<ul style="list-style-type: none"> Ability to interpret, assimilate and summarise a range of complex information: SEN and Exclusions legislation/ DfE guidance and present it in variety of ways
	<ul style="list-style-type: none"> Excellent negotiation, influencing and diplomatic skills
	<ul style="list-style-type: none"> Ability to recognise and effectively signpost when support is beyond the required scope of the role.
	<ul style="list-style-type: none"> Effective written skills including report writing and legal representations
	<ul style="list-style-type: none"> Ability to maintain impartiality when presented with conflicting information
	<ul style="list-style-type: none"> Organisational skills to facilitate/produce events/workshops with children/young people, other professionals and agencies



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Experience:	<ul style="list-style-type: none"> Substantial experience of successful work with children and young people particularly within one or more of the following areas: <ul style="list-style-type: none"> working with children and/or adults with special educational needs. developing child/young person's involvement in decision making youth work
	<ul style="list-style-type: none"> Of developing and promoting partnerships that are productive between agencies
	<ul style="list-style-type: none"> Casework management

Educational:	<ul style="list-style-type: none"> A professional qualification or equivalent experience relevant to the post

Special Requirements:	<ul style="list-style-type: none"> This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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Date Reviewed:

Updated: September 2020