



Coventry City Council

Job Description

Job Title:	Specialist Family Support Worker - Hearing Impaired	Job Number:	R332785395
Directorate:	Education and Skills	Post Number:	1021431
Service:	Sensory Team	Grade:	6
			Part Time , Hours per week – 22.5 All year round
Location:	Cannon Park Annexe or other bases within Coventry City as appropriate		

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To support the work of the Sensory Team to coordinate and promote better outcomes for children and young people with hearing impairment and their families all year round by:

1. Ensuring the development and delivery of high-quality support for Deaf children from birth onwards
2. Taking an active lead in engaging newly identified, hard- to- reach and newly- arrived families
3. Supporting Children and empowering families in a variety of settings including family homes, preschool settings, Family Hubs, holiday schemes and audiology clinics
4. Liaising with Teachers of the Deaf in planning and co-ordinating individual programmes of support for pre-school Deaf children
5. Providing expertise to Sensory HI Team, in early childhood development and education

Main Duties and Responsibilities

1. Be aware, and inform the leadership Team of legislation and policy as well as other developments and research impacting on early childhood services for deaf children.

2. Co-ordinate/Liaise with multi-agencies including other SEND professionals, including Specialist Teachers, Audiologists, Speech and Language Therapists and ENT Consultants
3. To gather and co-ordinate sources of support, grants and information, regarding Sensory Impairment, and disseminate it to families, children and young people using a variety of media. Provide regular updates of events and activities suitable for families, children and young people
4. To facilitate and deliver a Family Support Group and relevant workshops, holiday activities in Coventry, enabling families to engage with each other
5. Support the team by taking a lead in referrals to the Early Help Process (Formerly Common Assessment Framework)
6. Deploy teaching assistants / support staff effectively in order to improve outcomes for Deaf children and minimise inequality.
7. To work with children and families using a sensitive approach, ensuring full involvement in decision making.
8. To plan, supervise, and facilitate work with children and families both individually and in groups.
9. Support the Sensory team in ensuring high quality delivery of service is achieved and maintained.
10. To enhance children, young people and families' understanding of their hearing impairment and knowledge of appropriate strategies and interventions
11. To support the transition points of children/young people
12. To contribute to and deliver formal training for families and other professionals when appropriate
13. Following completion of suitable training, monitor and support the use of specialist equipment used by the child/young person and their family
14. To attend and contribute to team meetings and relevant meetings relating to children and families
15. To collaborate with other professionals and Voluntary agencies who support the children/young people and/or families e.g. NDCS, RNIB, SENSE,
16. To nurture positive relationships with children and young people, parents and carers, schools, early years settings and other provision with reference to the Quality Standards for Sensory Support services
17. Take responsibility for developing and co-ordinating specialist resources
18. To attend the Children's Hearing Services Working Group (CHSWG) and SEND Early Years Multiagency Meetings as required
19. To support the monitoring and evaluation of services.
20. To record involvements with schools, settings, pupils, families, other professionals, on Coventry City systems
21. To support in planning, recording, monitoring and evaluation of the progress made towards agreed outcomes by children and families within a support plan

22. To work in a non-discriminatory and culturally sensitive way in the delivery of support to all children and families.
23. To be able to work flexibly at different times of the day in order to meet the needs of the service priorities. This may include early morning or early evening work.
24. Any other duties and responsibilities within the range of the salary grade.

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 Workforce Diversity and Inclusion Policy.

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

Responsible to: Deputy Sensory Team Lead-Hearing and Sensory Team Lead

Date Reviewed: April 2021



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Person Specification

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Area	Description
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Knowledge,	<ul style="list-style-type: none"> An understanding of the current educational organisation and practices within early years and schools
	<ul style="list-style-type: none"> Knowledge of the Code of Practice for the assessment of Special Educational Needs and recent SEND legislation, in particular the Local Offer.
	<ul style="list-style-type: none"> In-depth understanding of the effect of hearing impairment on communication, language development and education
	<ul style="list-style-type: none"> In-depth understanding of child and language development
	<ul style="list-style-type: none"> Understanding of the responsibilities held by staff for safeguarding children and young people
	<ul style="list-style-type: none"> Knowledge of areas of SEND pertinent to the SEND Teams and the impact on children, young people and families
	<ul style="list-style-type: none"> Early Help Principles and Processes (formally Common Assessment Framework)
	<ul style="list-style-type: none"> Knowledge of Information Management and Data Protection legislation
Skills and Abilities	<ul style="list-style-type: none"> Flexibility in responding to the changing needs of hearing- impaired and young people and their families
	<ul style="list-style-type: none"> To use IT effectively for disseminating information, record keeping and supporting families
	<ul style="list-style-type: none"> The ability to communicate effectively both orally, in writing and using social media platforms with a variety of audiences for disseminating information.
	<ul style="list-style-type: none"> Able to support curriculum developments effectively.
	<ul style="list-style-type: none"> Able to work effectively as part of a team
	<ul style="list-style-type: none"> Able to be proactive and use creative and innovative strategies to engage families with services
	<ul style="list-style-type: none"> Able to maintain hearing aids, cochlear implants, radio systems and other



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Human Resources

	assistive devices
	<ul style="list-style-type: none"> • Ability and aptitude to share knowledge, skills and understanding with colleagues, pupils, parents/carers and school staff
	<ul style="list-style-type: none"> • Ability to find positive solutions to issues and motivate others
	<ul style="list-style-type: none"> • Ability to manage a caseload effectively, prioritise work and demonstrate effective time management
	<ul style="list-style-type: none"> • Excellent interpersonal skills and able to negotiate and establish effective working relationships with families, colleagues and other professionals
	<ul style="list-style-type: none"> • Able to maintain confidentiality
	<ul style="list-style-type: none"> • Able to work flexibly and independently using initiative

Experience:	<ul style="list-style-type: none"> • Significant experience of working with children, young people and families within the context of pre-school and primary educational settings • Successful experience of working under own initiative and managing caseloads
	<ul style="list-style-type: none"> • Experience and understanding of meeting the needs of children and young people with SEND and their families • Experience of inter-agency working • Experience of working successfully as part of a team to meet the needs of children and young people with SEND and their families

Educational:	<ul style="list-style-type: none"> • Minimum British Sign Language Level 1 and 2 or willingness to train. Training will be provided
	<ul style="list-style-type: none"> • NVQ 3 level qualification or equivalent (e.g. A level) in an area of study related to the role (desirable) • Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems • GCSE Level 4 in English and Maths (Grade C, Functional Skills Level 2)

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). <p>N.B For posts subject to Protection of Children and Vulnerable adults</p>
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Date Reviewed:

Updated: May 2021