



JOB DESCRIPTION

| | | | |
|--|--------------------------------|------------------------|--|
| Job Title | SENDIAS Support Worker | | |
| Directorate | Children, Families & Education | | |
| Reporting to | | | |
| Grade | 13 | | |
| Evaluation ref: | AG1033 | Job Family ref: | |
| Role Purpose | | | |
| <p>A short overview of the role—typically just a few sentences. It should summarise the main function of the job and its contribution to the team or organisation.</p> <p>All applicants should demonstrate a commitment to our Values – Behaviour Framework: Work as one team, strive for excellence & Build belonging.</p> <p>You can find more information by following the link: Values - Behaviour Framework</p> <p>Ability to collate and record data, facts and figures with care, accuracy, and attention to detail.</p> <p>Ability to form and maintain good working relationships with colleagues at all levels.</p> <p>Ability to communicate with others in an appropriate, concise and accurate manner, orally and written.</p> <p>Ability to meet deadlines and prioritise time.</p> <p>Ability to solve issues and/or seek advice when necessary.</p> | | | |
| Accountabilities | | | |
| <p>Offer impartial, confidential and free Information, Advice and Support to parents, children and young people aged 0-25 with Special Educational Needs and Disabilities.</p> <p>Take case responsibility for a number of children, young people and parents. Empower parents to confidently prepare for and attend school meetings with school SENCOs. Advocate for those families in their homes, schools, and other settings. Work within and maintain National information, advice and support Minimum Standards.</p> <p>a) Assess when parents need access to appropriate interpreters, communication aids or other supported access arrangements to help their understanding and to ensure that provision for this is made available.</p> <p>b) Promote and raise awareness of Somerset SENDIAS.</p> <p>c) Signpost children, young people and parents to the appropriate agencies to deal with specific issues where appropriate.</p> <p>d) Identify and inform the Area Co-ordinator if a case has complex requirements and step up the EHCP process, within the Area Co-ordinator remit.</p> | | | |

JOB DESCRIPTION

- e) Initiate education meetings (from pre-school to Further Education settings) to offer early interventions to resolve individual case issues.
- f) Build links with SEND parent groups to offer and deliver training on the SEND Code of Practice, Equalities Act 2010 and other relevant statutory legislation.
- g) Build links with Early Years settings to identify parents of children with SEND at an early stage and to support them in addressing concerns.
- h) Participate in and arrange, when necessary, appropriate meetings, e.g. multidisciplinary meetings or TAC meetings, to discuss individual cases or general service provisions, which may involve meeting staff from a variety of agencies.
- i) Be aware of services in the community and signpost as appropriate to these or other specialist services to ensure that the needs of children, young people and their families are met.
- j) Develop and maintain competence as a SENDIAS practitioner, in line with the National minimum standards.

Instigate and be involved in SENDIAS support projects in outlying communities, develop community links, support networks and an awareness of local need.

Keep records and write reports in accordance with information sharing procedures. Record own work within an IT system as laid out in guidance.

Undertake evaluation and impact assessment of groups and services in order to inform the SENDIAS service plan and delivery.

Facilitate, deliver and assist the Area Co-ordinator in the development of professional and parenting courses, as part of the Information, Advice and Support Minimum Standards.

Support the Area Co-ordinator with special projects, such as outreach projects, or other areas of work as directed by senior management.

Update own knowledge of good practice and gain new skills by participating in workshops, attending training sessions and sharing expertise acquired with staff colleagues.

Be aware of and work within the legal framework, Health and Safety framework, policies, procedures, ethical and professional boundaries, guidelines and legislation.

Participate in regular supervision, annual review and staff meetings, as well as community or parent events.



JOB DESCRIPTION

| Knowledge / Experience / Skills | | |
|--|-----------|-----------|
| | Essential | Desirable |
| Knowledge | | |
| Good knowledge of IT - word processing, databases, spreadsheets and email. | X | |
| Experience | | |
| Relevant finance experience | X | |
| Experience of using a finance system e.g. Dynamics 365 | | X |
| Qualifications / Registrations / Certifications | | |
| Four GSCE/GCE grades A-C or equivalent. | X | |
| AAT Qualification | | X |
| Skills | | |
| Commitment and enthusiasm. | X | |
| Calm, confident, and professional approach. | X | |
| Good communication skills. | X | |
| Team worker. | X | |
| Working Conditions | | |
| | | |
| Dimensions of the role | | |
| | | |
| Working Arrangements | | |
| Somerset Council's Dynamic Working Strategy will be applied to this position. | | |
| Corporate Accountabilities | | |
| Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all. | | |

Date: