

Job Title: SENDIASS Local Co-ordinator	Role Profile Number: PCDN66
Grade: N	Date Prepared: August 2018
Directorate/Group: Education	Reporting to: SEND Lead
Structure Chart attached:	No

Job Purpose

To be responsible to Commissioners, the Head of Service and the management committee to enable SENDIASS to achieve its aims and objectives.

Provide SEND information, advice and support to parents, carers, children & young people with any kind of special educational need & disability in Swindon.

Key Accountabilities

- To attend face-to-face meetings with/in support of parent/carers, children and young people in a variety of locations
- To support to the Information and Support Line ensuring all IAS enquiries are handled with competence and consistency
- To identify and attend/establish local support groups and attend as agreed with a focus on early intervention, facilitation of peer support & networking and raising the profile of the service
- To become as knowledgeable as possible about relevant Acts, rights and procedures
- To develop, deliver &/or assist with parent courses run by SENDIASS when required
- To contribute to the production of SENDIASS newsletters, information mailings and leaflets, and to the updating of information held on the website and social media
- To attend relevant conferences and meetings and/or provide display material demonstrating the work of SENDIASS
- To organise/deliver talks to groups of parents, carers, young people and professionals about the work of SENDIASS and about SEND processes & procedures
- To ensure that information about SENDIASS is included in local authority and health publications and websites, and is available at key points to all parents of, and children/young people with SEND
- To promote and represent SENDIASS with key partners and stakeholders, and to ensure that the service is presented in a professional manner

- To have regular meetings with relevant local authority officers, and others as required, to provide general feedback on the concerns of parents, children and young people using the service
- To work with Family Voice and other representative user groups to ensure that the views and experience of children, young people and parents inform policy and practice
- To work in partnership with parents, children and young people, the local authority, CCGs and relevant partners
- To make contact with individual SENCOs/SENCO clusters and other education providers to promote effective partnership with parents, children and young people
- To liaise with staff managing the Local Offer and other local authority services, including health services, to ensure understanding of the work of the SENDIASS
- To establish links with the statutory and voluntary sector organisations working with parents, children and young people
- To represent the SENDIASS on formal partnerships, strategic planning groups and working groups as appropriate
- To work with relevant staff to develop training materials and to respond to requests for training from professionals
- To work with relevant staff and other professionals to support the participation of parents and young people in the local authority, including Family Voice
- To monitor the work of parent supporters, including the work of the partner agency, and to report back on these and other matters to the Head of Service and the Management Committee
- To perform such other duties, necessary to the post, as shall be agreed with the Head of Service from time to time

Supplementary Accountabilities

- Additional ad hoc tasks as required across the Education Commissioning team as business need arise

This job description is intended as a general guide to the duties of the post and is not inflexible. It may be altered from time to time to reflect the changing needs of the organisation in consultation with the post holder.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Direct experience relating to SEND and in working with families and with young people
- Experience of facilitating groups is desirable
- Management responsibility and report writing and the ability to work to a tight schedule
- Understanding of the work of SENDIASS and the impact of new legislation on SEND processes and procedures
- Knowledge of health and/or social care sector is desirable
- Good interpersonal and communication skills
- The ability to prioritise work and deliver to plan

Qualifications

- Good general standard of education; at least 5 GCSEs at Grade C or above, or equivalent, including English & Maths
- Further or higher education qualifications

Decision Making

- Ability to prioritise workload
- Ability to act on information and communicate with the appropriate stakeholders

Creativity and Innovation

- Ability to identify changes in existing procedures to make a positive difference.

<u>Job Scope</u> Number and types of jobs managed <ul style="list-style-type: none">• None Typical tasks supervised/allocated to others <ul style="list-style-type: none">• None (Engage and communicate all Staff, Middle and Senior Management level)	Budget Holder Responsibility Asset Responsibility	No
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Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Engagement at all levels including Heads of Service, senior managers, and other key stakeholders, including external providers and families

Other Key Features of the role

- Ability to travel across the Borough to attend external meetings
- Occasional need to attend meetings outside of normal working hours.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	