

## Sunderland SENDIASS (hosted by Sunderland Carers Centre)

### Job Description

<b>Post</b>	<b>SENDIASS Lead (Parent Carers)</b>
<b>Salary</b>	<b>£26,530.80</b>
<b>Hours of Work</b>	<b>35 Hours per Week</b>
<b>Holidays</b>	<b>25 Days per Annum</b>
<b>Location:</b>	<b>Hosted by Sunderland Carers' Centre, Thompson Road, Sunderland</b>
<b>Responsible to:</b>	<b>SENDIAS Service Manager</b>

**Job Summary.** The SENDIASS Lead will be initially responsible to the SENDIAS Service Manager of Sunderland Carers' Centre. The overall purpose of the role is to ensure that all children, young people with special educational needs and disabilities and their families have access to impartial SEND information, advice and support including online support.

The post holder will be required to deliver services with an emphasis to children, young people and their families.

The SENDIASS Lead will be responsible for planning and leading services to support disabled children, young people, and their families, ensuring that all children, young people with special educational needs and disabilities and their families have access to impartial confidential SEND information, advice and support, including online support. The SENDIASS Lead will actively seek the views of children, young people, and their families through a wide range of creative methods and engage them in the development of the service enabling the sharing of good practice and policy development. The SENDIASS Lead will support and encourage children, young people and their families to participate in school meetings and reviews; to involve them in target setting and to enable them to identify their future support needs.

**Equal opportunities.** Sunderland SENDIAS Service and its host organisation Sunderland Carers Centre recognises that the needs of children, young people, and their families are paramount within the services it offers. Sunderland SENDIAS and its host organisation Sunderland Carers Centre is committed to a policy of equal access to employment and provision of its services regardless of race, religious or political beliefs, ethnic or national origin, culture, gender, sexuality age or disability.

## **Working Relationships.**

**Internal:** The post holder is accountable to the SENDIAS Service Manager with whom they will liaise on a regular basis.

The post holder will be ultimately accountable to the Board of Trustees and the Chief Executive Officer.

**External:** The post holder will ensure Sunderland SENDIASS and its host organisation Sunderland Carers' Centre influences decisions that benefit children, young people and their families at a local, regional and national level, working closely with both statutory and voluntary sector partners.

## **Main Duties and Responsibilities:**

- To provide an impartial, confidential service in matters relating to special education needs or disabilities (as well as health and social care) to parents/guardians, children and young people working within the code of practice (2015) and Education Acts.
- To engage directly with children, young people, and their families with Special Educational Needs (up to 25 years) to ensure the SEND Information and Advice Service is accessible to them in a range of formats to meet their needs.
- Actively seek the views of children, young people, and their families through a wide range of creative methods and engaging them in the development of the service.
- Work closely with the local parent carer and young people forums and other representative user groups to ensure that the views and experiences of children, young people and parents inform service policy and practice.
- The continued development of a steering group with a wide range of representation of service users and other stakeholder to engage and inform service policy and practice.
- To support and encourage children, young people, and their families to participate in school meetings and reviews; to involve them in their target setting and to enable them to identify their future support needs.
- To develop and promote the use of a range of accessible branded materials, including online information, such as a SENDIASS website and social media platforms for children and young people and their families.

- To engage with schools, colleges and other children and young people's services to promote the SEND Information Advice and Support Service and increase direct engagement with the service by young people.
- Actively promote the SENDIAS service through attending information and engagement events, on line promotion and developing relations with local statutory, community and voluntary organisations.
- To plan, promote, deliver and evaluate workshops and training to young people, parent /guardians and professionals.
- To be able to provide factual information about local processes, procedures and support organisations in a range of formats.
- To provide factual, current, and impartial information to service users in all aspects of Special Educational Needs in line with current legislation and local procedures, e.g:

Children and Families Act 2014

SEND Code of Practice 2014

The Disability Discrimination Legislation

Improving Behaviour and Attendance – guidance on exclusion from schools for schools and pupil referral units 2012

- To offer information in an accessible way to parents/guardians, children and young people and enable them to participate confidently and effectively in an informed way in the decision-making process. This will be through:
  - Promoting web-based support
  - Telephone and email support
  - Support preparing for meetings, writing letters and reports
  - Support at school, LA and other meetings
  - Support preparing for and at times attending Tribunal
- To manage an active caseload
- To work in partnership with schools, the local authority, and other partners to identify vulnerable families in need of specialist support.
- To support with dispute resolution and mediation by facilitating referral to mediation service, supplying information as needed and offering ongoing support.

- To keep accurate records of service activity which will provide statistical evidence for monitoring and evaluation of the service.
- To take responsibility to ensure knowledge is up to date with new and current legislation, including continued professional development through appropriate training.
- To be willing and able to undertake training relevant to the post, including but not exclusively IPSEA training up to level 3.

### **Other Responsibilities**

- Contribute to the development of service priorities, good practice and development of the organisation including service evaluation as required, highlighting strategic issues/and or trends
- Work with the SENDIAS Service Manager to gather and use data efficiently to produce regular reports about the activities and effectiveness of the service, to assist with the strategic planning of SEND services
- Maintain links with other IASSs and participate in national and/or regional evaluation and benchmarking
- To contribute to good practice and development of the organisation including service evaluation as required, highlighting strategic issues and/or trends
- To be an effective member of the team, attending regular team meetings, supervisions, and appraisals
- To adhere to policies and procedures of the organisation, including all safeguarding policies and procedures, whilst maintaining confidentiality
- Any other duties as and when required by the organisation

## Person Specification – SENDIASS Lead

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• Excellent standard of English and Maths</li> <li>• IT Literate</li> <li>• Diploma in youth and community studies/ health and social care/childcare/childhood studies qualification or similar</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent standard of English and Maths</li> <li>• IT Literate</li> <li>• IPSEA Level 3</li> <li>•</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience in providing impartial information, advice and guidance in a range of formats</li> <li>• Experience of engaging with children/young people and their families in offering Information and advice in an accessible range of formats to meet their needs.</li> <li>• Experience of actively seeking the views of children, young people and their families through a wide range of creative methods and engaging them in the development of the service</li> <li>• Experience of supporting vulnerable families and their children with SEND</li> <li>• Previous experience of managing conflict resolution</li> <li>• Experience of partnership working building excellent relationships with a wide range of professionals and families</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the safeguarding process for adults and children</li> <li>• Experience of facilitating learning opportunities</li> <li>• Excellent understanding of issues facing children/young people and families with SEND.</li> </ul>
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> <li>• Knowledge of relevant legislation, i.e Children and Families Act 2014, Education Act 1996, the SEN Code of Practice, the disability discrimination Act.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of relevant legislation, i.e Children and Families Act 2014, Education Act 1996, the SEN Code of Practice, the disability discrimination Act.</li> <li>• Knowledge and experience of the issues that affect families whose</li> </ul>

	<ul style="list-style-type: none"><li>• Knowledge of how schools operate</li><li>• Knowledge and experience of the issues that affect families whose children have additional needs/disabilities</li><li>• Ability to provide factual, current, and impartial information to service users</li><li>• Ability to present information in an accurate and accessible way including using a range of communication methods</li><li>• The ability to organise, deliver and evaluate training workshops for a range of professionals, children, young people, and their families</li><li>• The ability to work effectively and negotiate with schools, local authority, and partner agencies</li><li>• The ability to manage and organise a caseload and work within tight deadlines</li><li>• The ability to work independently and as part of a team</li><li>• The ability to write reports and to access relevant information</li><li>• The ability to respond flexibly to situations</li><li>• Able to work in challenging situations or where there is dispute</li><li>• Ability to use social media and web-based media safely and effectively to work with young people</li><li>• A willingness and ability to undertake further training to understand the complexities of both adult and children's social care legislation, education and health</li></ul>	children have additional needs/disabilities
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<p>Personal Attributes</p>	<ul style="list-style-type: none"><li>• A commitment to working in partnership with parents/carers and their children with the ability to empathise with parents/carers at risk of exclusion and other issues and relate to their concerns</li><li>• Commitment to detail, ensuring all work is accurate, concise and understandable</li><li>• Commitment to equality and diversity</li><li>• Understanding of how to work within professional boundaries</li><li>• Willing to work in cooperation with team members</li><li>• Willing to work flexibly within the organisation</li><li>• Ability to work evenings and weekends</li><li>• Full Driving Licence and Access to the use of a car (business insurance required)</li></ul>	
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