**CHILDREN’S & JOINT COMMISSIONING SERVICES**

**JOB DESCRIPTION**

**JOB TITLE:** PARTICIPATION WORKER **-** INFORMATION, ADVICE AND SUPPORT SERVICES (ADDITIONAL SUPPORT TO CHILDREN & YOUNG PEOPLE WITH SEND)

**DIVISION:** STANDARDS, ENGAGEMENT AND DEVELOPMENT TEAM

**GRADE:** BAND 8 Fixed Term until November 2020 (subject to funding) 22.5 hours per week

**RESPONSIBLE TO:** SHORT BREAK AND PARENT PARTICIPATION OFFICER

**POST REF NO:** SR-107458

# **Purpose of Post**

1. To promote and support the participation of children and young people with special educational needs and disability, and their parents and carers, to engage fully and meaningfully in decisions by providing impartial information, advice and support about any issues relating to their Special Educational Need or Disability (SEND)
2. To support the Short Break & Parent Participation Officer in the execution of the work of SENDIASS
3. To work directly predominantly with young people and parents of children going through statutory assessment for an EHC Plan and annual review of the EHC Plan
4. To work directly and communicate effectively with colleagues across identified agencies and service users at all levels

# **Key Relationships**

To promote a competent and positive image across the department with:

Local Authority managers and staff

People who use child and adult services

Private and Voluntary Sector Care Providers

Schools and Post 16 Education providers

Statutory agencies

Elected members (as appropriate)

# **Main Duties and Responsibilities**

1. To empower children and young people to make an informed contribution to any decision about their educational provision to enable them to achieve better outcomes
2. To encourage partnership working between young people , parents, schools, early years and post 16 providers, the Local Authority, Health and other statutory and voluntary bodies
3. To assist the Short Break & Parent Participation Officer with the day to day operation and development of the service, including attending meetings on behalf of the service.
4. To offer individual and group information, advice and support to children, young people or parents. This may include:
* Helpline advice and information
* 1 -1 meetings
* Report and letter writing
* Support in meetings and/or school and college visits
* Group information sessions
* Support to deliver specific training sessions
1. To provide help and support in the preparation for parents/carers and young people in meetings and assist parents/carers and young people to communicate with educational provision
2. To undertake home visits when necessary in line with lone- worker policies
3. To work in partnership with children, young people and parents/carers of children with SEND.
4. To assist in the development of information for children, young people and parents/carers.
5. Support the delivery of training and workshops to parents/carers and young people in relation to SEND.
6. To carry out clerical and administration duties in accordance with the requirements of the service
7. To actively promote equality of opportunity in all areas of work
8. Manage a case load of work in particular to young people aged 16 plus and keep and record clear and comprehensive case records
9. To assist in the analysis of data from feedback questionnaires to inform the development plan and service delivery and secure the participation of children young people and their families in the development of the service.
10. To promote the work of Hartlepool SEND Information, Advice and Support Service among parents/carers, schools, colleges, VCS, Health and the LA
11. Ensure recording of all contacts with children, young people and their families, and professionals, comply with departmental policies and procedures, including GDPR
12. Maintain electronic records accurately and concisely
13. To undertake relevant legal training to undertake the duties of the post within 12 months of appointment and to attend any other relevant training to enhance the delivery of the post
14. To ensure that confidentiality and impartiality is maintained throughout the process of support and seek and have agreed consent to share information in relation to the support provided from IASS
15. Ensure all work outputs and processes meet with the IASS minimum quality standards.
16. To support the development of a Young Peoples steering group to ensure that children and young people have a voice and input into the SEND Agenda.
17. To support the delivery of the IAS Programme.
18. Any other duties of a related nature that might be reasonably allocated or required by the Short Break and Parent Participation Officer.