

## Job Description

- Post Title:** Preparation for Adulthood (PfA) Lead (A4758)
- Evaluation:** 619 Points **Grade: N9**
- Responsible to:** Manager SEND Support Assessment and Review Service
- Responsible for:** Staff as Allocated
- Job Purpose:** To work with the Assistant Director: Education and Skills and the Head of SEND to ensure that the Council meets its statutory responsibilities in respect of the relevant cohort of children, young people and young adults.
- To ensure that timely effective planning and support is available for all young people with SEND, to enable them to access education, training and employment as part of their personalised pathway to independence and adulthood.
- Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.
1. To lead on all aspects of the implementation and delivery of education, health and care plan (EHCP) processes for children and young people, Year 9 to age 25, including ensuring the delivery of high quality and effective services and processes relating to the co-ordination, assessment, placement and review of young people with special educational needs and/ or Disabilities (SEND).
  2. To work with the Assistant Director: Education and Skills and the Head of SEND to set the strategic direction and overview of post-16 SEN issues, including developing procedures, policies, guidance and support to staff.
  3. To advise and support with the Preparation for Adulthood agenda for children, young people and adults with SEND.
  4. Provide mentoring, coaching and supervision support to SEND caseworkers, ensuring consistency in practice and developing and maintaining standards across the service.
  5. To lead and develop the Preparing for Adulthood (PfA) agenda within the local authority and disseminate good practice to other local authority leads and the National Development Team for Inclusion through local, regional and national forums.

6. Where appropriate to consider the needs of children and young people at SEN Support and advise families and professionals on the alternative processes available for consideration as part of a graduated response to meeting SEND in Newcastle.
7. To ensure that timely effective planning and support is available for all young people with SEND, to enable them to access education, training and employment as part of their personalised pathway to independence and adulthood.
8. To develop and coordinate training and employment opportunities for young people and adults with SEND
9. To work in partnership with SEND Commissioning to secure appropriate bespoke SEND Alternative Provision for young people where required.
10. To lead on the implementation of Newcastle's PfA Strategy and implementation plan
11. To work with the SEND Placement & Planning and Transport Service Manager to help to identify trends and gaps in provision through data analysis and work to develop systems and approaches to broaden the range of options open to young people with SEND, including identification of suitable candidates for independent travel training.
12. To raise the profile of the council through the delivery of high-quality presentations to interested partners both locally and nationally.
13. To provide regular verbal and written progress reports and updates and to attend relevant working groups and meetings such as the Council's Post 16 Travel Partnership.
14. To act as the principal point of contact for post-16 SEND education funding requests, monitoring the delivery and value of financial contracts.
15. To negotiate funding agreements with partner services and providers, and to provide advice, challenge and support where appropriate on costs and services, including providing or brokering new types of services and support to increase effectiveness and value for money.
16. Convene and chair meetings as required, including (but not limited to) post-16 funding panel and Newcastle SEN post 16 providers network.
17. Ensure the efficient delivery of the post 16 finding panel and the panel outcomes including financial decisions and joint arrangements with other services.
18. To lead on planning the transitions process in relation to SEN/EHCP work and support the team through training, case support and reviewing procedures and processes.
19. Establish and maintain effective professional networks, to develop joint working and updates on local authority initiatives plus regional developments and policies.
20. Monitor the outcomes of young people with SEND from year 9 onwards, to ensure the best outcomes for young people and effective use of resources.

Maintaining, developing and continuously improving relevant processes and systems to ensure that timely and accurate data, management information and analysis supports effective planning, performance, self-evaluation and service management.

21. Undertake research, compile and present reports and briefing notes, and produce statutory returns as directed on a range of relevant issues and for different internal and external audiences, involving the production, analysis and interpretation of relevant local and benchmarking performance and financial data.
22. To act as the principal point of contact within the Council for post-16 direct SEN providers, other Council services such as adult social care, and wider partners including health in relation to 16-25 SEN issues.
23. Ensure good communication mechanisms are in place, both internally and externally, including leading consultation processes with service users and other stakeholders affected by service innovation and development.
24. To respond to post-16 SEN complaints, challenge and complex enquiries from families and post-16 providers, including responding to freedom of information requests.
25. To provide advice and training on local, regional and national EHCP procedures, processes and developments.
26. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
27. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.