

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	8PCS	Role Title	SEND Advisor
Grade	PS8	Reports to (role title)	SEND Lead
		Directorate	Children's, Schools and Families
JE Band	269-313	Service	CSF Commissioning and Prevention
		Team	Early Help
		Date Role Profile was created	01/01/2017

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To work directly within settings to support children and famlies with SEND. Using their solid knowledge of SEND and experience the postholder will support children, families and settings in order to gain the best outcomes for children.
Work Context	<p>The Families Service is a new service bringing together the Troubled Families offer, the Youth Support and Youth Work Service and Children’s Centres to create a 0-19 (up to 25 with additional needs) Early Help and targeted support service for vulnerable families , children and young people in Surrey.</p> <p>The post holder will establish a network of contacts, liaising and working in partnership with them to meet the legislative requirements. This will require the post holder to develop positive and supportive working relationships with a range of other individuals and organisations as appropriate to their role.</p>
Line management responsibility if applicable	none
Budget responsibility if applicable	none
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Risk Management</p> <ul style="list-style-type: none"><li>• Identify opportunities and risks associated with the service and escalate / report to management.</li><li>• Assess and manage risk associated with assigned cases/service delivery.</li></ul> <p>Service Development</p> <ul style="list-style-type: none"><li>• Contribute to the regular monitoring and review of services established to facilitate service improvement.</li><li>• Provide specialist/professional advice and recommendations within defined policy and procedures to support informed decision making.</li></ul> <p>Planning &amp; Organising</p> <ul style="list-style-type: none"><li>• Undertake care planning and manage complex cases and / or take a lead on development and project work, assisting in development and improvement of services and practice in own area.</li></ul> <p>Finance/Resource Management</p> <ul style="list-style-type: none"><li>• Make recommendations for the provision of services in line with the budget determined according to assessment of needs, and advises less experienced staff on budget and costs of services.</li></ul>

	<p>Work with others</p> <ul style="list-style-type: none"><li>• Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and deliver service in partnership.</li><li>• Work in partnership with service users, their families/carers.</li></ul> <p>People Management</p> <ul style="list-style-type: none"><li>• Allocate work and monitor the standard of team performance and ensure resolution of any issues, and / or may take on a coordinating and supervisory role with more junior staff as directed by their manager.</li></ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"><li>• Advanced vocational qualification at level 4 or considerable on the job experience.</li><li>• For some roles a relevant degree may be required.</li><li>• Practical knowledge of relevant legislation, processes and procedures and issues relating to the service user group with ability to apply this in challenging situations. Working knowledge of practice standards where appropriate.</li><li>• Able to assess, plan and review cases; undertake challenging casework, where appropriate shadowing more experienced social workers/practitioners.</li><li>• Numerate and able to advise on effective use of budgets and resources.</li><li>• Competent in a range of IT tools including MS Office and database management systems.</li><li>• Effective written and oral communication and interpersonal skills with good negotiation and influencing skills, and the ability to maintain effective working relationships at all levels.</li><li>• Creative problem solving skills and the ability to identify service improvement initiatives.</li><li>• Able to promote effective team working, and use supervision to improve personal performance and practice of junior staff.</li><li>• Satisfactory DBS clearance might be required.</li></ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>Experience of delivery of SEND support to settings, children and families.</p> <p>Inclusive attitudes to working with children and young people.</p>

Role Summary	Roles at this level manage and organise effective provision of services through specific projects, specialist advice, guidance and assessment, or day-to-day coordination of front line delivery of a specific service. They require the ability to influence and practically apply knowledge on the basis of technical knowhow, facts and evidence. They work collaboratively with a network of internal and external colleagues. Role holders need to be able to work independently whilst working under the supervision of more experienced staff.
--------------	---

Reference Number	BM-2017-024
------------------	-------------