

Job Description

Role Holder:	SEN Support Adviser		
Date Updated:	01.11.23	Version:	1.1
Working Location:	Cornwall		
Reports to:	Team Leader		

1. Job Description

1.1 Job Purpose

- To support young people with Special Educational Needs to successfully manage transitions into education and employment through careers advice, personal guidance & support interventions to individuals
- To develop strong working relationship with employers, partners, providers and parents/ carers to ensure young people with Special Educational Needs receive the best level of support possible at that time

1.2 Responsibilities

- For working cooperatively with CSW Managers, colleagues, partners and others to meet agreed objectives, targets and standards to ensure the successful delivery of our services
- For delivering world class services to young people (particular focus 16-19 years old), learning providers and employers that enable successful transitions
- For delivering services in a sustainable manner
- For supporting the development of new CSW Group products and services
- Particular emphasis on working closely with Cornwall Education Business Partnership to facilitate employment opportunities

1.3 Main Duties

- To work in the community as required to build effective relationships with young people, their parent/carers, partner organisations and employers to understand their needs, identify possible solutions to those needs and co-design a plan to achieve successful transitions.
- To deliver services to young people through one-to-one, group work and presentations using blended approaches i.e. face to face and remote
- To participate in, and where necessary chair, meetings related to your activities with CSW Group
- To support young people to interpret labour market information and link this to their skills, aptitudes and interests. Also supporting them to ensure that progression opportunities are understood and aspirations are raised. This will require knowledge of all opportunities including inclusive apprenticeships, supported internships and the support a young person with a disability could receive in work via reasonable adjustments and access to work.
- To liaise with parents/carers to ensure that progression opportunities are understood and aspirations are raised. This will require knowledge of all opportunities including inclusive apprenticeships, supported internships and the support a young person with a disability could receive in work via reasonable adjustments and access to work.
- To ensure all paperwork required in the role is completed on time and to an agreed standard
- To record all contacts with young people, parents/carers, partners and employers in a timely manner and to a level of detail that enables others to understand the intervention
- To build strong relationships with employers and learning providers to help achieve positive outcomes for SEN young people
- To effectively manage workload, including all administrative requirements
- To support colleagues to undertake their roles within CSW Group and ask for help when needed
- To meet agreed performance indicators and priorities
- To negotiate and review with your line manager personal objectives, outcomes and training needs within the staff performance management process and take responsibility for your personal professional development
- To ensure that all company policies and procedures including equal opportunities and health and safety policies and procedures are adhered to at all times
- To embrace and optimise the use of ICT within the role including use of TEAMS.
- To be aware of the principles of the data protection legislation and of the current
- Company codes of practice
- To adhere to the company policy of commitment to Prevent and Safeguarding and promoting the welfare of children, young people and vulnerable adults and to ensure that safeguarding arrangements are in place and are complied with.

1.4 Reports

No direct line reports

1.5 Meetings and Metrics

To be agreed

2. Person Specification

2.1 General

- Passionate about making a difference for young people, raising their aspirations, removing barriers and enabling them to achieve the best possible outcome at that time
- Prepared to work flexible hours across Monday to Saturday to carry out the role (actual working hours and days to be agreed with your line manager)
- Must have the ability to travel to carry out this role
- The commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Takes responsibility for own continuous professional development and maintains a CPD portfolio to be reviewed as part of the Company appraisal process

2.2 Skills

Essential Skills/Experience

- To deliver Specialist SEN support and Personal Guidance a QCF Level 6 qualification is required (Diploma in Career Guidance, QCG, Diploma in Career Guidance and Development). For those currently working towards Level 6, a relevant Level 4 qualification and experience of working in one of the following areas is required:
 - Community Work
 - Health
 - Social Work
 - Youth Work
 - Advice and Guidance
 - Teaching
 - Counselling
- Experience of working with specific groups of young people (e.g. youth offenders, care leavers, young carers)
- Experience of building relationships with young people and their parent/carers
- Knowledge of progression routes including those specifically for young people with disabilities
- Knowledge of the support available for this client group in employment
- Experience of developing relationships with organisations and professionals
- Experience of working with employers and learning providers
- Experience of achieving targets and positive outcomes for young people and/or organisations you have worked with
- Ability to undertake research; both desk-top and through visits to organisations
- Understanding of school and college structures and working practices

- Understanding of local and national policy of skills and economic development
- To be aware of the principles of the data protection legislation and codes of practice covering the recording and sharing of information about individuals
- Knowledge of safeguarding, equal opportunities and health & safety
- Excellent verbal and written communication skills with the ability to engage with a wide range of people from a variety of diverse backgrounds
- The ability to work with colleagues to achieve priorities
- The ability to use ICT and record work accurately and regularly
- The ability to understand and abide by company procedures
- Ability to cope with the duties and responsibilities of the post and the associated work environment
- Willingness to undertake training and staff development

Desirable Skills/Experience

- Understanding of the principles of marketing a service to other organisations and/or individuals
- Experience of and ability to organize in person or virtual events

Document Approval

Role	Date	Name	Position	Signature
SEND Support Adviser	1 Nov 23	Ian Exworthy	Operations Manager	