

# Job Description

<b>Job Title</b>	SEND Social Needs Advice Officer
<b>Directorate</b>	Children and Young People's Services
<b>Service Area</b>	Early Help
<b>Grade</b>	5
<b>Competency Level</b>	1
<b>Salary</b>	£30,060 – £34,314
<b>Job Type</b>	Office based
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS with Child Barred List (Children's Workforce)
<b>Job Evaluation Ref No</b>	

## Job Purpose

To secure good quality care advice for children and young people who are not open to Children's Social Care, Early Help, or the Short Breaks Service, and to signpost families to the local offer and other support pathways.

## **Directly Responsible For:**

Assessing the Social Care needs related to a child's Special Educational Needs & Disabilities; this includes needs arising from: cognition and learning; communication and interaction; social, emotional, and mental health; physical and/or sensory needs

## **Directly Responsible To:**

Team Manager

## **Main Areas of Responsibility:**

- To secure good quality care advice for children and young people who are not open to Children's Social Care or Early Help (including the Fusion Short Breaks Service)
- To identify the social care needs which relate to a child or young person's special educational need, their aspirations, and relevant outcomes
- To communicate with children with special educational needs and disabilities using a range different tools
- To write clear advice that provide proportionate and relevant information informed by a range of sources – child or young person, parents or carers and anyone else the family suggests such as friends, early years providers, schools, colleges, and post 16 providers
- To contribute to good quality education, health and care (EHC) plans
- To identify and sign post children, young people, and their families to right pathway such as the Local Offer, Early Help or Single Assessment, (based on the Levels of Need)
- To build relationships and maintain professional networks with a wide a range of partners

- To communicate with parents/carers (including Liverpool's Parent and Carers/SEN Parents Groups) and other professionals in a manner that promotes understanding and influences positive outcomes
- To apply a good understanding of the Local Offer and signpost families to relevant support pathways
- To apply a child focused strengths based approach
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

### **Supervision and Management Responsibility:**

- No supervisory or line manager responsibility

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic, and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- You will be required to sit stationary and use a computer for sustained periods some local travel is required when visiting families

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## **Competency Framework:**

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills

required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to perform any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- NVQ Level 3 in childcare or education, HND, or equivalent Health and Social Care Qualification (A/I)

### Desirable

- A commitment to undertake further training and development

## Experience

### Essential/Desirable

- Relevant experience of providing support for children with Special Educational Need/Disabilities and their families (A/I)
- Experience of undertaking assessments of need (A/I)
- Experience of effective collaborative and multi-agency work working to support children and families (A/I)

## Skills/Abilities

### Essential

- Ability to communicate effectively, using good written skills and verbal skills with children, families, other professions, and multi-disciplinary organisations (A/I)
- Ability to collaborate effectively and work in partnership with children, parents/carers, and professionals (A/I)
- Ability to maintain accurate, reflective records in accordance with Recording with Care guidelines (A/I)
- Ability to work alone and as part of a team across and undertake outreach visits to family homes (A/I)
- Ability to support the policies/procedures of the City Council including Safeguarding of Children (A/I)
- An understanding of legislation that relates to children and families (A/I)

### Desirable

- Ability to problem solve and empower families to make good decisions
- Ability to demonstrate resilience and emotional intelligence

## Commitment

### Essential

- To work flexibly to support the overall operation of the Service (A/I)

## **Desirable**

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## **Other**

### **Essential**

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

### **Desirable**

- To undertake training and supervision as required by management
- Ability to demonstrate good level of Computer and IT skills