ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Children's Service
SECTION:	School Service
LOCATION:	Number One Riverside
JOB TITLE:	Section 19 Support Worker
POST NUMBER:	
Grade:	6
Accountable to:	Section 19 Officer
Accountable for:	N/A
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council. This post is Politically Restricted in accordance with the current regulations.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART

Head of Schools

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Strategic Lead for Inclusion and Alternative Provision

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Section 19 Officer

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Section 19 Support Worker

PURPOSE AND OBJECTIVES OF THE JOB

This role is central ensuring that the Section 19 Team meets its statutory duty to support children and young people across Rochdale who are accessing education under Section 19 of the Education Act 1996 due to medical needs, exclusion, or other exceptional circumstances.

As a Section 19 Support Worker, you will work directly with children, families, schools and partner services to ensure pupils engage with Section 19 education offer, providing tailored interventions and support to help pupils overcome barriers to learning. The role will ensure the facilitation of smooth transitions back into school or onward placements following Section 19 support and act as a key link between schools, health services, SEND teams, and families to ensure coordinated support.

Control of Resources

Personnel

No direct supervisory responsibility.

Financial

To monitor commissioned provision and ensure resources are used appropriately and in accordance with Council procedures.

Equipment/Materials

Responsible for the safe and effective use of ICT equipment, case management systems, databases and communication systems used in the delivery of statutory functions

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

- Children and young people
- Parents and carers
- Headteachers and school staff
- Alternative Provision providers
- SEND Services
- Attendance Service
- Children's Social Care
- Family Help Services
- Health professionals
- Educational Psychologists
- Virtual School

- Police and Youth Justice Services
- Other Council services and partner agencies

Responsibilities

The postholder must -

(i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy
(ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided

Values and Behaviours

Approach the job at all times using the values set out below;

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. Support the Section 19 Officers in undertaking and managing a full range of case work to ensure that statutory duties and obligations are fulfilled and thereby ensure that excluded students and students with identified medical and other needs receive appropriate educational opportunities and that statutory requirement and standards are met.

2. Support pupils and their families to remove barriers to accessing educational provisions through liaison with individual students, parents, and schools; to ensure that students receive appropriate educational opportunities.

3. Develop and deliver support and intervention on a 121 and group basis, focusing on removing barriers to accessing education. This will involve devising novel ways of engaging / reintegrating vulnerable students into the education system.

4. Work closely with commissioned service to support the identification of readiness to return to school, completing preparation for transition sessions with pupils and parents as required and offering ongoing support in the new setting as required.

5. Liaise with parents / carers when a pupil is ready to return to school to ensure they understand the reintegration process and how to access relevant processes including in year transfer requests.

6. Offer advice and support to schools with regard to reintegration of pupils.

7. Provide reports and detailed information on individual pupils to inform readiness to return to school and referrals to the Fair Access Panel.

8. Participate in inter-agency working for the development of holistic support plans for school age students and their families within the community, including embracing Team Around the Family processes.

9. Ensure that, where additional needs of the pupils are identified, the appropriate referral / liaison with social care and welfare services occur to ensure that vulnerable students receive support services appropriate to their needs.

10. Support schools by offering advice and signposting when a pupil is at risk of suspensions, permanent exclusion and non-attendance due to health needs.

11. Access the appropriate level of safeguarding (and related health and safety) training in order to oversee safe working environments and ensure safeguarding protocols are observed and rigorously followed as required, including immediate communication with line managers when concerns arise.

12. Be aware and comply with the statutory requirements, service policies, equal opportunities and other regulations and procedures in order to ensure statutory and service requirements are met.

Secondary Duties

13. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.

14. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by _____ Date _____

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____

_____ _____

Service Director _____ Date _____