

SEN Advisory Service Inclusion Consultant (Autism & Social Communication)

Role Profile



TRAFFORD
COUNCIL

Service:	SEN Advisory Service
Band:	Soulbury Pay scales (Points 10-13)
Reporting to:	SENAS Manager
Responsible for:	No direct reports (required to supervise/allocate work to SENAS Specialist Teaching Assistants assigned to you)

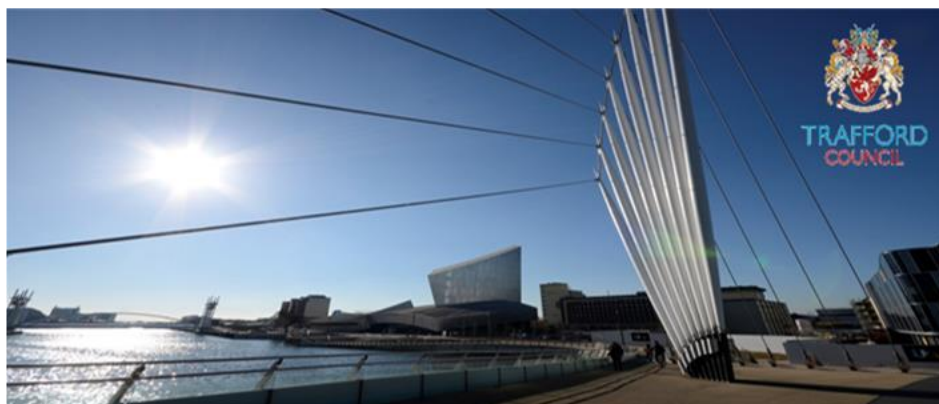
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage, and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as extensive learning, succession, and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities, and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills, and knowledge you will need for the role.

We are a values-based organisation, and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

SEN Advisory Service (SENAS) provides advice and support to education settings for children and young people with Special Educational Needs and Disabilities (SEND) in line with the SEND Code of Practice 0-25yrs (2015). The Service work closely with parents/families and with health and social care colleagues. This SEN Consultant post sits alongside 3 other SEND consultants with specialist areas and under the SENAS Manager who also has a specialist area in Physical/Medical needs and Assistive Technology. The Service includes 7 FTE (Term time) SEN specialist Teaching Assistants and 4 FTE Area SENCOs.

Your Main Priorities

- Giving support to education settings and families to raise achievement, promote inclusion and improve access to learning opportunities for children and young people (CYP) with a SEND 0-25 years.
- Supporting children and young people with SEND to:
 - Let their voices shape their futures
 - Have the best start in life
 - ⊖ Thrive and reach their full potential and access appropriate educational placements
 - Be equipped with skills for employment and for life
 - Be safe in their homes, schools, and communities
 - Be healthy

Key duties

- Providing specialist advice to mainstream educational settings for children and young people with special educational needs and Autism or social communication and/or sensory needs (0-25 years) as requested, with the main focus being 4-19 years.
- Working in partnership with mainstream and specialist settings, services and parents/carers/young people to ensure the best outcomes for children and young people with Autism and/or social communication needs.
- Building capacity in settings through advice and training in order to raise educational standards and ensure needs are met within an inclusive environment.
- Ensuring the dissemination and support the implementation of the Trafford Graduated Approach Guidance and assess, plan, do, review cycle in educational settings with regards to children and young people with Autism/social communication needs.
- In consultation with setting staff, formulating and contributing to the writing of individual targets and ensure timely review against set criteria.
- Working with SENDCos to ensure co-production of individual plans with parent/carers children and young people.
- Providing high quality written documentation in the form of visit reports/action plans/professional advice for EHC needs assessments and annual reviews as required and be able to interpret advice in professional reports from others.
- Supporting the SENAS Service in data tracking and outcomes monitoring for children at SEN Support in schools/colleges and have an overview of available data in relation to children and young people in Trafford with Autism / social communication needs.
- Providing daily oversight/supervision of specialist teaching assistant member/s of SEN Advisory Service.
- Attending EHC multi-agency Panel when requested by the SENAS manager.
- Contributing to the planning and delivery of support for SENCos including the SENDCo Forum.
- Working closely with Education managers, Educational Psychology Service, Sensory Support Service, EHC team, Health, and Social Care teams to improve the inclusion of children and young people with SEND.
- Attending multi-agency meetings to support inclusion and prevent exclusion of children and young people with SEND in Trafford.
- Contributing to information and if required represent the Local Authority in Mediation meetings or Tribunals.
- Representing the Local Authority at regional and national networks.
- Using Liquid Logic Early Help Module to record involvement and key documentation as required by the Service.
- Working independently, raising issues and seeking advice from the service members, Service Manager, other SEND services.
- Undertaking any other duties commensurate with the grade of the role and which may be required from time to time by the service.

Qualifications and Professional Development

- Qualified Teacher status (essential), experience of secondary age-range preferred, post graduate professional qualification in SEND desirable, e.g. NASENCO, PG Cert. in Inclusion or Autism

Experience and Knowledge

- Qualified teacher with substantial experience including as SENCO/SEN Teacher, extensive SEND experience across the 0-25 years age range
- Experience of working with children and young people with social communication, sensory needs and neurodevelopmental differences to improve their inclusion in school life
- Clear understanding and working knowledge of the Children and Families Act (2014) and SEND Code of Practice (2015), Equality Act (2010) and Working Together to Safeguard Children (2018) and current national agenda relating to SEND & Inclusion
- Experience of working with CYP with a range of SEND, identifying need and assessing progress
- Commitment to raising achievement, inclusive practice, and access to learning
- Experience of working collaboratively with other professionals

Skills and abilities

- Excellent interpersonal and communication skills with staff, children and young people, parents/carers and other professionals
- Excellent ICT skills and knowledge of systems including presentations and excel
- Ability to encourage the voice of children and young people to support independence
- Ability to undertake own administrative work and demonstrate good ICT skills
- Ability to prioritise and manage own time effectively whilst working under pressure
- Ability to write accurate reports for a range of audiences
- Recognise own personal/professional development needs and seek appropriate development opportunities
- Ability to devise and deliver a programme of training
- Ability to establish good relationships with service members, other agencies, education settings, young people and parent/carers
- Ability to manage a budget if required

Special Conditions

- Car User / full driving license required
- Willing and able to travel to sites within and beyond the Trafford Borough
- DBS (Enhanced with barred checklist) required

Date prepared/revised	2018 / 27.2.26
Prepared/revised by	Sara Dale
Job Evaluation	N/A - Soulbury

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council