

## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Education Development Adviser - SEN**

**Vacancy ID: 009287**

Salary: £46,112.00 - £49,773.00 Annually

Closing Date: 19/09/2018

### **Benefits & Grade**

Soulbury EIPs scale point 11 - 14 (plus up to 3 SPAs)  
September 2017 Salary

### **Contract Details**

Fixed Term for 12 months

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

Due to the promotion of the previous postholder a position has become vacant in the SEN and Engagement Service for an Education Development Adviser (SEN). We wish to appoint a highly skilled professional to join our dynamic SEN and Advisory team.

Applicants should have a wide variety of experience in and with schools, ready emotional intelligence so that they are sensitive, be successful communicators with a wealth of expertise in teaching and learning for pupils vulnerable to underachievement, particularly SEN children and young people.

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Joanne Mills, SEN & Engagement Service Manager, on 01642 526423.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.



**Stockton-on-Tees**  
BOROUGH COUNCIL

## JOB DESCRIPTION

**Directorate:**

**Children's Services**

**Service Area:**

**Schools and SEN**

**JOB TITLE: Educational Development Adviser SEN**

**GRADE: Soulbury EIPs Scale Point 11 - 14 (plus up to 3 SPAs)**

**REPORTING TO: Principal Adviser SEN**

**1.**

### **JOB SUMMARY:**

To support the Principal Adviser SEN in the development of SEND policy, practice and planning ensuring that it is in line with the legislative framework and reflects the all relevant legislation relating to SEND in particular in relation to education providers working with children and young people from 0-25.

**2.**

### **MAIN RESPONSIBILITIES AND REQUIREMENTS**

1.

To support the Principal Adviser SEN in the development of SEND policy, practice and planning ensuring that it is in line with the legislative framework and reflects the all relevant legislation relating to SEND in particular in relation to education providers working with children and young people from 0-25.

2.

To promote safeguarding and ensure that robust policies and procedures are in place to safeguard children and vulnerable adults.

3.

To support the promotion of integrated working across the areas of education, health and social care within the LA and across partners.

4.

To have oversight and maintain knowledge of the legal processes, regulations and statutory requirements in relation to SEND and education providers, including the requirements of OFSTED, to ensure that these are followed within the LA, and to provide advice in respect of these where required.

5.

To act as the operational link with the Education Improvement Service in relation to children and young people with SEND.

6

To participate in regular senior and operational management meetings as required across SBC, where necessary representing the Principal Adviser SEN

7

To ensure the voices of children, young people and their parents/carers are appropriately reflected in planning and development decisions, and in service delivery.

8

To support and contribute to effective performance management processes in the team.

9

To provide effective leadership to staff in the team

	10	To deputise for the Principal Adviser SEN where required.
	11	<p>To provide high quality challenge and support to education providers working with children and young people on SEN support by:</p> <ul style="list-style-type: none"> <li>- Identifying and disseminating good practice</li> <li>- Analysing school and other education providers' performance data in order to intervene appropriately with providers requiring extra support.</li> <li>- Engaging with education providers in planning the implementation of strategies to support children and young people at SEN support</li> <li>- Liaising with the Education Improvement Service in respect of relevant procedures including OFSTED requirements.</li> </ul>
	12	<p>To work with other colleagues in promoting achievement across phases of education from 0-25 by:</p> <ul style="list-style-type: none"> <li>- Working with staff in schools and other education providers to remove barriers to learning and improve the quality of teaching and learning for children and young people on SEN support.</li> <li>- Developing strategies to coordinate the identification of professional development and training needs.</li> <li>- Devising and delivering an appropriate professional development programme which reflects local needs and which ensures education providers understand and deliver their duties under the SEND Code of Practice.</li> <li>- Providing professional advice and support to schools and other educational providers to ensure their understanding of and compliance with legislation.</li> <li>- Monitoring and evaluating the impact of strategies to improve the teaching and learning for children and young people with SEND and reporting as appropriate.</li> <li>- Working collaboratively with key partners to build capacity at strategic and operational level in order to make appropriate provision for children and young people with SEND.</li> </ul>
	13	To ensure accurate and timely records and work processes are in place in the team including use of relevant IT systems.
	14	To be a member of the multi-agency panel making decisions about EHC assessments and plans.
	15	To develop clear and transparent information for education providers about relevant matters relating to children and young people with SEND and ensure this is published and distributed widely.
	16	To assist with quality assurance of EHC plans.
	17	To take a lead role managing the resources available through ONE Point panel
	18	To maintain regional links and attend regional meetings in respect of SEN.
	19	To ensure that staff have access to professional support and supervision, as appropriate.
	20	To support and advise staff in the team in respect of legal requirements, processes and procedures.
	21	To undertake financial planning and forecasting and to manage associated operational budgets.

	22	To ensure there are effective management information and budget monitoring systems in place in accordance with local authority requirements and financial regulations.
	23	To resolve issues arising from complaints concerning the team delivery and ensure that necessary action is taken within the complaints procedures.
	24	To prepare responses for the Head of Service to enquiries received, for example from MPs, members and agencies outside the LA.

### 3. GENERAL

To achieve service outcomes and outputs, and personal appraisal targets, as agreed with the Head of Service.

To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder

To be responsible for ensuring that systems for regular management supervision, appraisal and staff development are in place and consistently implemented to meet agreed objectives and outcomes for the service.

To participate in selection, recruitment and performance management of staff.

To comply with the Council's Code of Conduct and Core Values and to ensure that staff are working and managed in accordance with the Code of Conduct and Core Values.

Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users.

Ensure that duties are undertaken with due regard and compliance with Safeguarding requirements, the Data Protection Act and other legislation

At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated     July 2018**

## PERSON SPECIFICATION

Job Title/Grade	<b>Education Development</b> <b>Adviser - SEN</b>	Soulbury EIPs scale point 11 - 14 (plus up to 3 SPAs)
Directorate / Service Area	<b>Children's Services</b>	
Post Ref:	20456	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<b>Education/Training</b> <ul style="list-style-type: none"> <li>• Education to degree level</li> <li>• Teaching qualification</li> <li>• Evidence of further professional development and holder of a recognised professional or managerial qualification by examination or by substantial direct experience in the area of work</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership qualification</li> <li>• Relevant post graduate qualification</li> </ul>	Application form
Experience	<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working with a wide range of school personnel including class teachers, teaching assistants/mentors</li> <li>• Experience of school improvement</li> <li>• Experience of effective school intervention</li> <li>• Experience of designing and delivering</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of financial management and control</li> <li>• Experience of interpreting legislation and advising on implications</li> <li>• Sound understanding of local government</li> <li>• Experience of working in a political context</li> </ul>	Application / Interview

	<p>professional development across education providers and other services.</p> <ul style="list-style-type: none"> <li>• Experience of service and policy planning</li> <li>• Experience of managing staff effectively , including performance management</li> <li>• Experience of multi agency and partnership working</li> <li>• Experience of working with parents/carers, children and young people</li> <li>• Due to the frequent need for travel across and at times outside the Borough and the need to meet business targets the need to drive a car is a requirement of this post</li> </ul>		
Knowledge & Skills	<p><b>Skills/Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• High level presentation skills</li> <li>• Excellent oral and written communication skills including experience of report writing and presentations,</li> <li>• Ability to analyse and manage data</li> <li>• Informed understanding of how children and young people learn</li> <li>• Strong customer care ethos</li> <li>• Able to manage difficult situations effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Project management skills</li> <li>• Willingness to undertake cross-Service role</li> </ul>	Application/ Interview



	<ul style="list-style-type: none"> <li>• Effective people management skills</li> <li>• Good problem solving skills</li> <li>• Developed negotiating and persuasion skills</li> <li>• Commitment to securing positive outcomes for children and young people</li> <li>• Ability to prioritise the workload of self and team and act on initiative</li> <li>• Excellent organisational skills and the ability to work to deadlines</li> <li>• Willingness to commit to open and constructive multi agency working and demonstrate sensitivity to the needs of the client group of children and young people and parents/carers</li> <li>• Confident IT user</li> </ul> <p><b>Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• In depth and up to date knowledge of SEND legislation, statutory guidance and codes of practice and OFSTED requirements including the role of the LA.</li> <li>• Understand the managements issues in school around SEND</li> <li>• Knowledge and understanding of SEND provision for children and young people 0-25</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of preparing for adulthood requirements</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Knowledge of safeguarding procedures and processes including how they apply to children and young people with SEND</li> <li>• Knowledge of quality assurance processes and frameworks</li> </ul>		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> </ul>		Application / Interview
Other requirements			

**Person Specification dated**

**September 2018**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.