

### Preparation for Adulthood Lead

#### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

- Qualified to degree or higher education qualification level.
- Knowledge and experience of working with young people aged 14-25 and their parents and carers with effective understanding of the challenges faced by services and service users across this range
- Willingness to engage in appropriate training, as required
- Excellent knowledge SEND Code of Practice and understanding of the Mental Capacity Act
- Evidence of innovative and creative thinking in order to problem solve effectively
- Manage times and prioritises work in an effective and productive way.
- Experience of working on the development and implementation of effective policies and procedures
- Experience of drafting Education Health Care Plans.
- Knowledge of SEND Tribunals
- Detailed knowledge of SEN assessment, monitoring and review processes and experience of contributing to policy and procedure developments in this area.
- Excellent communication skills, across sectors and levels within an organisation, via a number of mediums
- Excellent organisational skills, ensuring deadlines are met and work is thorough and in line with relevant policies, processes and legal/statutory frameworks
- Experience of dealing with challenging situations in an appropriate and professional manner
- Experience of mentoring and coaching other staff members, supporting the development of their skills and the service overall, identifying training need and tailoring support as appropriate.
- Ability to establish and maintain effective professional relationships with stakeholders
- Extensive experience dealing with safeguarding issues appropriately and in a timely manner
- Ability to organise and chair complex multi agency meetings
- Ability to professional challenge and retain focus on the needs of the child and young person, whilst being aware of sometimes conflicting agendas
- Self starter with willingness and commitment to professional development of themselves and the service
- Commitment to equality and diversity in the workplace

#### Desirable

- Professional qualification (Education, Health or Social Care)
- Experience of working within the Mental Capacity Act
- Experience of effective leadership and management of a team of staff, including management of absence, performance and conduct

- Experience of undertaking transition to adulthood assessments
- Awareness of Alternative Educational Provision regulations
- Experience of undertaking single or multi agency audits
- Experience of delivering training
- Experience of preparing for and attending SEND Tribunals
- Experience and knowledge of effective budget management and financial decision making, supported by appropriate rationale

### **Part B**

The following criteria will be further explored at the interview stage:

- Excellent communication skills
- Ability to deal with challenging situations
- Flexible approach to work
- Ability to forge positive relationships

### **Additional Requirements**

DBS Clearance - Regulated Activity, Children's