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| **Job Description** | |
| **Post title** | Qualified Habilitation Specialist |
| **JE Reference No** | A4330 |
| **Grade** | 10 |
| **Service** | Children & Young Peoples Services |
| **Service Area** | Early Help Inclusion & Vulnerable Children, Specialist Inclusion Support |
| **Reporting to** | The post holder will be accountable to the SEND and Inclusion Sensory/Physical Team Manager. |
| **Location** | Your normal place of work will be is Belmont CE Primary School (Junior Site), but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To contribute to improving the quality of education and learning opportunities for the children and young people in County Durham by assisting:

* Individual clients and service users
* Head teachers and other heads of establishments and services of the LA and other teaching and support staff on managerial, administrative, procedural, resource and other matters
* Colleague officers and inspectors and, where appropriate, governors and Elected Members in supporting schools and other educational establishments in their work

This will involve supporting the senior management team of the service and the wider group of the service’s officers in:

* Implementing the policies of the Local Authority as they bear on the individual's post and responsibilities
* Providing direct advice and support to clients of the service
* Responding to requests for advice from head teachers and heads of other educational establishments or services
* Assisting in the organisation of, and taking part in, County Council in-service training and personal development programmes
* Assisting in the implementation of special projects as appropriate to the post holder’s sphere of work
* Contributing to regular review processes
* Maintaining effective and up to date expertise and ongoing involvement in policy implementation, specifically in relation to the duties of the post but also more generally

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

**Key Functions**

Under the direction of the Team Leader for Children with Visual Impairments and Multiple Disability and Sensory Impairment:

1. Co-ordinate all aspects of the provision of habilitation (Mobility and Independent Living Skills) training for Children and Young People (CYP) who are blind or partially sighted (0-19 years within County Durham.
2. Assess and monitor the habilitation (Mobility and Independent Living) training needs of Children and Young People (CYP) who are blind or partially sighted (0-19 years).
3. Develop individual habilitation training programmes on the basis of needs identified, in agreement with the CYP and/or, where appropriate, parents and others closely involved, specifying the nature of the services to be provided.
4. Deliver appropriate individual habilitation training to CYP with Visual Impairment (VI) in a range of settings (e.g. homes and home area, nurseries, schools, colleges and public places of relevance to the CYP and their needs).
5. To implement habilitation programmes in conjunction with specialist support staff and take responsibility for oversight of the LSA’s delivering Independent Living Skills Programmes and reinforcing mobility skills.
6. Periodically evaluate, monitor and report on the work of the Habilitation Service, including comparison with published Quality Standards, and use the results to inform future planning and staff deployment.
7. To ensure up to date and efficient record keeping, gathering data accurately to monitor and evaluate provision effectively.
8. Undertake environmental audits and provide recommendations in the home, school or public areas as required, for specific habilitation programmes.
9. Undertake appropriate risk assessments and put in place appropriate risk management strategies.
10. Undertake home visits and, on occasions, work in the evenings and when it is dark to assess and train CYP with night blindness.
11. Provide guidance and support to parents/carers in order to ensure habilitation (mobility and independence) training in the school and home settings is complementary and consistent.
12. Provide support in habilitation (mobility and independence) for CYP with VI at times of transition to and between educational settings.
13. Liaise with parents, teachers, teaching assistants, ancillary workers and other professionals within educational settings regarding the habilitation (mobility and independence) needs of CYP with VI.

14.Maintain detailed records of habilitation (mobility and independence) provision for CYP on caseload, and complete written reports as required and to support children and young people in discussions and decisions about their needs and wishes including contributions to EHC plans

15.Plan and deliver training in habilitation to staff working with CYP with VI, and for peer groups of such pupils / students.

16.Develop and maintain links with other professionals involved with the education and support of CYP with VI (e.g. QTVI, Mobility Officers for Adults, Specialist Social Workers, Occupational Therapist, Physiotherapists, Speech and Language Therapists etc.)

17.Develop and provide advice to relevant authorities regarding the habilitation (mobility and independence) needs of CYP with VI from the area.

18.Deliver out of school activities which promote links with families and offer extended opportunities for children and young people with a visual impairment.

19.Maintain an awareness of current thinking, research and relevant developments in the area of habilitation (mobility and independence) and Habilitation Training, in order to improve and further develop service provision.

20.Undertake general duties:

a) To attend team and service meetings as required

b) To participate in regular supervision and Performance Review and Appraisal meetings to develop and improve practice

c) To take part in professional development activities

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| **Organisational responsibilities** |

**Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

**Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

**Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

**Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

**Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

**Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

**Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

**Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

**Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

**Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

**Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | You should have at least one of the following qualifications:   * Nationally recognised qualification in habilitation training for children and young people with visual impairment * Rehabilitation Officer Diploma/Certificate with relevant C&YP experience and willing to complete additional 1-year qualification - Habilitation Work – Working with Children and Young People – Top Up Degree - BSc (Hons) * Both Mobility officer and technical Officer certificates with relevant C&YP experience, and willing to complete additional 1-year qualification - Habilitation Work – Working with Children and Young People – Top Up Degree - BSc (Hons) * Qualified Teacher of the Visually Impaired with recognised mobility qualification and willing to complete additional 1-year qualification - Habilitation Work – Working with Children and Young People – Top Up Degree - BSc (Hons) * Trainee undertaking year 2 of Habilitation and Disabilities of Sight Graduate Diploma | * Advanced certificate in Education – Working with Children with a Visual Impairment * Recent training related to either sensory impairment, Community Care practice, or working with children and families. |
| Experience | * Experience of teaching mobility and independence skills to C&YP with a visual impairment in home, school and community settings * Experience in sensory training * Experience of carrying out risk assessments, access and environmental audits | * Experience of working with pre-school children * Experience of working with children with   complex needs   * Experience of training or making presentations to groups * Experience of supporting C&YP at transition points within their education and life. |
| Skills & Knowledge | * A commitment and understanding of safeguarding issues and maintaining a safer environment for C&YP * Can evidence working with C&YP safely * Ability to work directly with C&YP and their parents/cares to carry out effective habilitation programmes including low vision training * Assessment, planning and evaluating skills * Knowledge of a range of resources available to C&YP with visual impairment including technology * Knowledge of child development | * Understanding of legislation relating to children with disability * Understanding of legislation relating to the Children and Families Bill * Knowledge of benefit and funding arrangements to support families. |
| Personal Qualities | * Ability to work as part of a team and individually but will seek advice appropriately. * Ability to take on responsibility, manage and prioritise work and own time effectively. * Good interpersonal skills * Good communication skills (oral and written) * Integrity and confidentiality * Comfortable working with dogs in the home, school or in the community. * Must be willing and able to travel extensively throughout County Durham |  |