

Northumberland County Council
JOB DESCRIPTION

Post Title: Choice Advisor	Director/Service/Sector Education and Skills Service, Wellbeing and Community Health Services		Office Use
Band: 5	Workplace: County Hall		JE ref: 4228 HRMS ref:
Responsible to: Inclusion Team Leader	Date: September 2022	Manager Level:	
Job Purpose: To provide impartial advice, information and support to parents/carers of children who are finding it difficult to access education in Northumberland.			
Resources	Staff	None	
	Finance	Support the Team Manager with delegation of funding to support vulnerable children/families	
	Physical	Responsibility for resources to support everyday work with families	
	Clients	Children, young people and their families, schools/academies and other agencies.	
Duties and key result areas:			
<ol style="list-style-type: none"> 1. Help parents and carers who have difficulty with accessing appropriate education, or who are excluded from education to make informed decisions about the education provision that's best for their children, by explaining the options that are available and helping them to navigate the process. 2. Work with school leaders and staff, the LA Admissions team, LA support teams e.g. Inclusion and other local support groups to ensure parents and carers receive the relevant information and support they need to make the best decisions possible for their child's education. 3. To support parents of children with Education Health Care Plans (EHCP's) with mainstream school options when moving through the phases of education. 4. Through partnership working with other professionals help to secure the statutory entitlement to education for all children in a timely manner. 5. Support the Admissions Team by carrying out desk based research to locate families who fail to submit application paperwork for a school place, and then help such families to comply with the application process. 6. Support with emergency and new arrival applications from Ukraine and other overseas applicants who are seeking refuge or asylum including liaison with other relevant agencies/organisations e.g Home Office. 7. Represent parents at reviews / panels / governor hearings / appeals when appropriate, and advocate for them in an independent capacity when required. 8. To contribute to the development of documents, policies and guidance papers relating to access to education, for example the Fair Access Protocol. 9. Maintain detailed and up to date case notes and communication logs for all families, schools and children supported. 10. Provide feedback to parents following key meetings concerning their child, for example Inclusion Panel, Fair Access meetings or governor hearings. 11. Ensure Children's Social Care are informed of any children who are struggling to access education who may be at a safeguarding risk. <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature level and scope of the post and the grade has been established on this basis.</p>			
Work Arrangements			

Physical requirements:	Physically able to meet the demands of the job which may include challenging behaviour which could be emotionally demanding To be able to meet the transport requirements of the job. To visit schools, homes, work sites, throughout the county on a regular and routine basis. Full Time post. Lone working .Some after normal working hours required. Flexi practices apply Office based and field work
Transport requirements:	
Working patterns:	
Working conditions:	

Northumberland County Council
PERSON SPECIFICATION

Post Title: Choice Advisor	Director/Service/Sector: Education and Skills Service, Wellbeing and Community Health Services	Ref: 4228
		Assess by
Knowledge and Qualifications		
Essential Recognised professional degree or equivalent qualification in Education/ Social Work/ Teaching (consideration will be given to those with significant relevant experience). Knowledge of SEND Code of Practice and Graduated Responce Knowledge of the School Admissions Code 2021 Knowledge of services provided by the Local Authority and the educational arrangements in the County. Knowledge of Northumberland's Local Offer Knowledge of Local Authority services for children in need and their families. Knowledge of Keeping Children Safe in Education (KCSE), child protection issues and child development.	Desirable	
Experience Experience working with vulnerable young people and children with additional needs Experience supporting and advising parents Experience dealing with children, young people and families whose behaviour can be challenging and emotionally demanding. Experience of Child Protection and Safeguarding	Experience of working in an Education establishment or Children's Services Directorate. Understanding of the School Admissions Code 2021	
Skills and competencies		

<p>Demonstrate skills in working positively with children and their families. Dealing with children, young people and families whose behaviour can be challenging and emotionally demanding. Ability to work under pressure and to deadlines and ability to work jointly with colleagues from this and other Directorates/Agencies. Ability to write informed and concise reports. Ability to articulate views in meetings. Ability to manage time effectively and organise own work. Good written and verbal communication skills. Confident and effective in stressful situations Ability to use computer based information systems. Ability to persuade and negotiate to deliver the best educational outcomes for permanently excluded or vulnerable pupils Ability to demonstrate sensitivity and an understanding of emotional difficulties and address the challenging behaviour of children/young people and their families</p>		
<p>Motivation Commitment to Inter-Agency working and to the provision of high quality services for young people and their families. Commitment to access to education for all. Commitment to equal opportunity and anti-discriminatory practice Demonstrate integrity and uphold values and principles.</p>		
<p>Physical, mental and emotional demands</p>		
<p>Dealing with children, young people and families whose behaviour can be challenging and emotionally demanding.</p>		