***SEND and You provides the Special Educational Needs and Disability (SENDIAS) Service in Bristol, North Somerset and South Gloucestershire. We provide free, confidential and impartial advice to children, young people and their parents.***

**Section 1 – Job Identification**

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| Job title : |  | Reports to: |
| Local Authority Area Practitioner (South Gloucestershire) |  | External Strategic Lead |

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| Place of work | Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB |
| Hours of work | 21 hours a week, all year round, to be worked during core service hours, flexibility to work occasional evenings and weekends as required, flexibility around holiday working hours available through accrual of TOIL |
| Salary | Band 3 - (12-16) SAY Payscale 2024-2025 From £24,948 to £26,845 per annum, pro rata.  Point 12 to start while gaining IPSEA Level 3 legal training, then Point 13-16  £25,409 -£26,845 per annum, pro rata. |

**Section 2 – People and finance responsibilities**

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| Direct Reports | None |
| Direct Finance | None |
| Direct Finance | N/A |
| Indirect Finance | N/A |

**Section 3 – Job Purpose**

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| Local Authority Area Practitioner (South Gloucestershire) |
| * Under the guidance of the External Strategic Lead, to engage with individual or groups of children and young people with Special Educational Needs/Disabilities (SEND) and/or their parents, as well as with professionals, to further the aims and objectives of the Service. * To ensure all individual child, young person, parent and professional enquiries are dealt with appropriately. This may include face-to-face office, school or setting based-meetings, as agreed with, and with the support of, the Information Advice and Support Line Coordinator/External Strategic Lead. It may include meetings with the local authority or health services from time to time, as agreed with the External Strategic Lead. |

**Section 4 – Key Accountabilities**

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| 1. Responsibilities and Tasks |
| * 1. To support the External Strategic Lead in the facilitation of local meetings and workshops for service users, including children and young people, and to attend other meetings or settings, some in the evening, as agreed in advance.   2. With the support of the External Strategic Lead to attend strategic group meetings at the Local Authority from time to time, and occasional Board meetings.   3. To undertake similar individual consultation sessions in the community when appropriately qualified and experienced.   4. To take part in sessions on the Information, Advice and Support Line, answering telephone and other enquiries with the guidance and support of the IAS Line Coordinator and other experienced practitioners.   5. To maintain appropriate electronic records and paperwork using the secure data management and other systems.   6. To be involved in the maintenance and updating of information for service users.   7. To achieve the IPSEA Level 3 legal qualification as soon as possible and to attend other training and staff meetings.   8. To perform other duties as agreed with the External Strategic Lead from time to time. |

**Section 5 – Person Specification**

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| Qualifications | Essential | Desirable |
| Good general standard of education; at least 5 GCSEs at Grade C or above, or equivalent, including English & Maths. | Tick Symbol Images, Stock Photos & Vectors | Shutterstock |  |
| A levels or equivalent. |  | Tick Symbol Images, Stock Photos & Vectors | Shutterstock |
| Evidence of continuing education/ professional development. | Tick Symbol Images, Stock Photos & Vectors | Shutterstock |  |
| Experience | Essential | Desirable |
| Understanding of issues faced by individual children and young people who have SEND and their parents. | Tick Symbol Images, Stock Photos & Vectors | Shutterstock |  |
| Working knowledge of Microsoft Office. | Tick Symbol Images, Stock Photos & Vectors | Shutterstock |  |
| Experience of working directly with professionals and/or the public. |  | Tick Symbol Images, Stock Photos & Vectors | Shutterstock |
| Experience of working with children and/or young people. |  | Tick Symbol Images, Stock Photos & Vectors | Shutterstock |
| Skills / Abilities | Essential | Desirable |
| Understanding of the importance of confidentiality, equalities and safeguarding issues. | Tick Symbol Images, Stock Photos & Vectors | Shutterstock |  |
| Excellent interpersonal skills and the ability to communicate with a wide variety of people. | Tick Symbol Images, Stock Photos & Vectors | Shutterstock |  |
| Ability to use own initiative with a flexible approach to work. | Tick Symbol Images, Stock Photos & Vectors | Shutterstock |  |
| Specific details | | |
| * Attaining IPSEA Level 3 legal training within 12 months of joining the organisation is essential. * Occasional evening working to attend local meetings, including events for children and young people may be required. * Driving License and own transport are desirable. * The role requires an Enhanced DBS check. * Knowledge of the Local Authority SEND processes is desirable. | | |

**Section 6 – Signatures**

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| Signature: Date: | | |
| Job Holder: |  |  |
| Manager of Job Holder: |  |  |