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| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Role Profile**

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| **Post Title** | Inclusion Support Practitioner – Speech Language and Communications Disorders (SLCD)  Outreach and Speech, Language and Communications Disorders Additional Resource Centre’s | **Post No** | SCHOOL523 |
| **Directorate** | Children and Skills | | |
| **Division** | Learning, Skills and Progression | | |
| **Band and Salary** | Band D - £30,296 to £34,834 per annum, pro rata (full time equivalent).  Term Time Only.  This salary will be pro rata’d to 32.5 hours per week, 39 weeks per annum.  Incremental progression is subject to performance. | | |
| **Responsible to** | CLD Team Manager/Teacher in Charge of the SLCD Outreach Team | | |
| **Location** | Provide outreach support from Elmwood Place (base) with travel to schools, settings, homes and other organisations across the borough and beyond required to fulfil the role.  Work in Valley Primary School Additional Resourced Provision and in Bishop Wilson School Additional Resource Provision (ARP) when required. | | |
| **DBS Check** | Enhanced check for regulated activity for working with Children | | |
| **Fluency Duty** | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. | | |
| **Car User Status** | This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.  Applicants must be able to drive, have a driving licence and be a car owner/have access to a vehicle, however for disabled applicants, reasonable adjustments will be made where required. | | |
| **Special Conditions** | The post holder must be able travel across the Borough and other locations as required.  This post requires a pre-employment medical check. | | |

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| **Role Purpose** | |
| * To work effectively as an Inclusion Support Practitioner (ISP) with children with Speech, Language and Communication Disorders (SLCD) referred to the team, in accordance with local authority policy and procedures and to meet the needs of children placed at Valley ARP and Bishop Wilson ARP. * To support schools and settings to meet the needs of children with Speech, Language and Communication Disorder, within a specified time-frame as part of the SLCD Outreach team * To support teachers within the Speech, Language and Communication Disorders (SCLD) team to ensure that the educational needs of children and young people are met. * To deliver 1:1 and group interventions with children with identified SLCD. * To support families and partners in other agencies to meet the needs of children with Speech, Language and Communication Disorders (SLCD). * To engage with other services within and beyond the local authority to help meet the needs of the children, young people and families. To promote inclusion and service vision and philosophy within and beyond the service. | |

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| **Role Responsibilities** |
| * To support assessment of the needs of children and young people with SLCD. * Provide support with: * Modification of the curriculum, individual learning plans and teaching strategies * Social and emotional needs and teaching strategies * Supporting personal and social development * Explaining the implications of their SLCD for development, teaching and learning * Ensuring that the views of the child are ascertained and considered at all times. * Contributing towards specialist assessments, individual pupil SEND plans, and annual reviews. * Implementing effective strategies and supporting the monitoring and assessment of the progress of children with SLCD; using the information gained to inform practice. * Contributing to training and coaching for schools, settings and other professionals on the educational implications of Speech Language and Communication Needs (SLCN); how to secure pupils’ learning and independence through specialist strategies and approaches. * Supporting and developing the work and skills and knowledge of teaching assistants/inclusion support practitioners working with children with SLCD. * Visiting children at home (where appropriate) to provide support to parents and families on: * Educational needs * Personal needs management and behaviour, as appropriate to the role * Other services available * Personal and social development * Working collaboratively with families, other professionals and voluntary organisations. * Maintaining or contributing to appropriate record keeping as guided by service protocol to include: * Individual Pupil records and plans * Records of involvement/visits * Records of assessments/observations * Records of meetings and joint working with professionals and families * Attendance at reviews and case conferences as required * Maintaining and developing up to date knowledge of good practice in education, particularly in relation to Special Educational Needs and Disabilities and SLCN. * Developing and using ICT skills to enable curricular access and for administrative purposes. * Adhering to existing working practices, methods, procedures, undertaking relevant training and development activities and responding positively to new and alternative systems. * Participate in the council’s performance management arrangements. * Undertaking any reasonable additional duties commensurate to the role as assigned by the Team Co-ordinator/Teacher in charge. |

**Section B: Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Level 3 qualification in childcare / child development eg. NVQ3 Teacher Assistant, diploma in Childcare etc. or equivalent | Additional qualification in an appropriate area of Special Educational Needs | Application Form |

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| **Experience & Knowledge** | Substantial and successful experience of working with children with special educational needs at Pre-School, Primary and/or Secondary age | Experience of working with parents and professionals from other agencies | Application Form  Interview |
| Demonstrate knowledge and understanding of Speech, Language and Communication Needs including familiarity with the SEN Code of Practice. | Knowledge of current legislation and guidance, national and local, in the field of SEND | Application Form  Interview |
| Demonstrate knowledge and experience of the foundation stage and/or school curriculum |  | Application Form  Interview |
| Demonstrate knowledge and understanding of effective teaching and learning strategies for pupils with SLCD |  | Interview  Assessment |
| Experience of multi-agency working |  | Application Form  Interview |

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| **Skills & Abilities** | Ability to communicate complex and sensitive information effectively in writing and orally to a range of audiences including parents, agencies, school-based staff and colleagues. |  | Interview |
| Ability to make sound judgements and decisions. |  | Interview  Assessment |
| Effective time management and organisational skills in order to manage a caseload and competing work demands. |  | Interview  Assessment |
| Ability to work flexibly. |  | Interview |
| Able to demonstrate resilience when supporting schools and settings to meet the needs of children with SLCD. |  | Interview  Assessment |
| Self-motivated with the ability to work independently as well as a member of a team. |  | Interview  Assessment |
|  | Competent in the use of ICT. |  | Application Form |

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| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect. | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions. | Interview |

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| **Other Requirements** | Willingness to work flexible hours according to service delivery needs. | Interview |
| This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.  Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. | Application Form  Interview |

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| **Compiled/Reviewed by** | Paula Thompson – Head of the Specialist Inclusion Support Service |
| **Date** | September 2024 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.