

SENDIAS Practitioner



Hours of work: Full time
Location: Exhall Grange, Warwickshire
Department: SENDIAS Warwickshire
Full Time Equivalent (FTE) salary details: £20,598.00 per annum
Advertising end date: 25 January 2019

This post is fixed term until 31 March 2020, with the possibility of an extension for a further year.

As a SENDIAS Practitioner you will be providing impartial information, advice and support to the parents/carers of disabled children and young people. This is a great opportunity to develop your skills in a rewarding role, and gain a strong sense of achievement.

Read further to find out about whether this role is right for you.

For more information about KIDS please visit www.kids.org.uk.

Our vision is a world in which all disabled children and young people realise their aspirations, and their right to an inclusive community which supports them and their families.

What We Do



KIDS are a national charity, founded over 47 years ago, providing a wide range of support services to disabled children, young people and their families. We support children with any disability from birth to 25 years of age. We also offer our support to the whole family with the aim of giving disabled children a brighter future.

“Your involvement with my family has meant huge practical help during a difficult time. I think the key thing is that KIDS does stuff with and for the whole family, not just the child. I am sure that yours is the kind of service that helps prevent family break up as a result of the strains that a child with a disability brings.”

We cannot change a diagnosis and we cannot cure but we can, and we do, make a very real difference to the lives of families with a disabled child through high quality, practical and tailored services delivered by dedicated professional staff. KIDS provides over 120 different services and works with 80 local authorities throughout England. **In 2017-2018 we supported over 15,000 disabled children, young people and their families.**

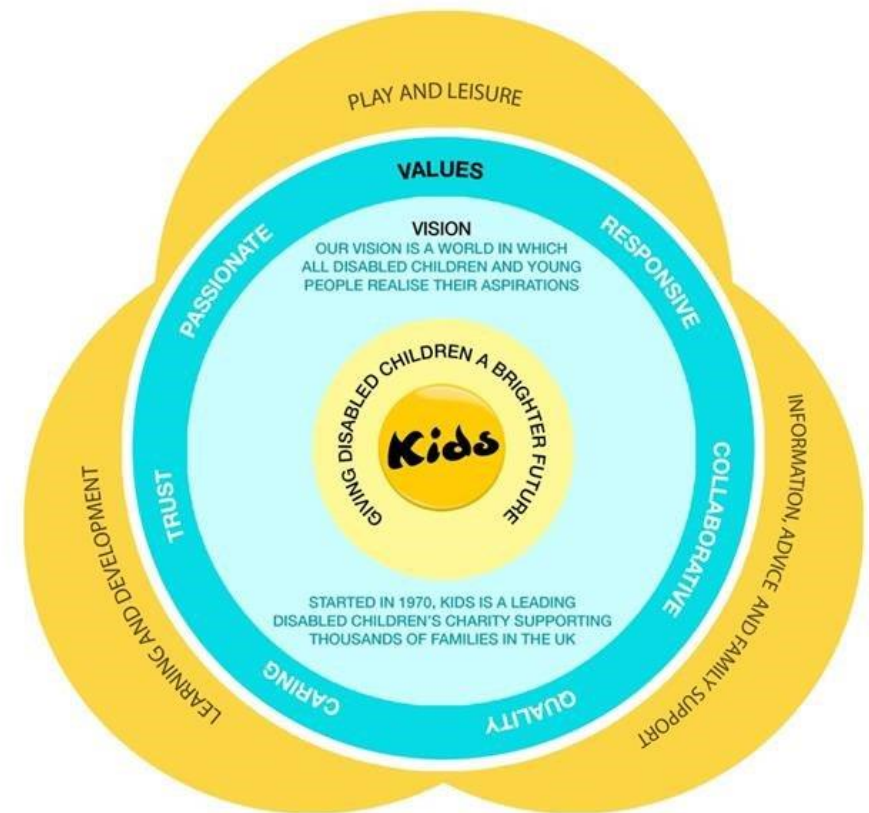
Our values

We are passionate
We are collaborative
We believe in quality
We are responsive
We are caring
We are trusted

We are passionate about making a life-changing, positive difference to the lives of disabled children, young people and their families. Everything we do places the child at the centre of our support, our services then focus on providing care, which wraps around the child within their family.

To learn more about our corporate strategy, please visit
<https://www.kids.org.uk/Pages/FAQs/Category/trustees>.

Our values underpin the work that we do with children, young people, and families in three main areas of their lives — we call these our “circles of support”.



What You Can Expect



Our services

KIDS was established in 1970 by John Mulcahy, a teacher who had become concerned about the development of a disabled child in one of his classes. Looking to improve communication with the child.

John turned to the child's mother for guidance. This sowed the seeds of working in partnership with parents and carers to enable disabled children and young people to develop their skills and abilities and to fulfil their potential, hopes and dreams.

KIDS is a charity which has pioneered a number of approaches and programmes for disabled children and young people. These include Home Learning (Portage), Parent Partnerships, Adventure Playgrounds and the inclusion of disabled children in mainstream educational settings.

KIDS has a rich history and vast experience of meeting the needs of disabled children and young people and families. Therefore, KIDS is well-placed to play a leading role supporting the development of policy affecting this important group in society.



Our benefits

Here at KIDS we want you to know that you are valued, and that we are committed to your safety and wellbeing. Our benefits include:

- Access to KIDS Virtual College: our wide range of interactive e-learning training courses which carry CPD points
- NEST Pension Scheme
- Life Assurance after 6 months service
- Strong sense of achievement from doing meaningful work
- Generous holiday pay
- Extra week of holiday after 4 years' service
- 24 hour helpline to deal with safeguarding issues

'Being given the opportunity to make a positive impact on a young person's life' - Ollie, Assistant Practitioner

Safeguarding



KIDS Safeguarding Board acts in an advisory capacity to monitor and continuously improve safeguarding practices throughout the organisation. To read our safeguarding policies, please click on the links below:

[Safeguarding Children and Young People Policy](#)

[Safeguarding Vulnerable Adults Policy](#)

[Disclosure and Barring Service Policy](#)

KIDS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.

As part of our commitment to safeguarding KIDS has a safeguarding board with representatives from all parts of the organisation. The board meets regularly to review policy and practice as well as to disseminate learning and good practice. KIDS has a designated safeguarding lead at director and at trustee level.

KIDS follows safer recruitment principles and all staff and volunteers working with children, young people or their families have DBS checks, regular supervision and also safeguarding training.

We work closely with families and co-operate fully with other agencies to take all reasonable steps to minimise the risks of harm to a child or young person's wellbeing. We recognise that whilst not all risks can be eliminated, we must operate in an atmosphere of safe uncertainty. This means that children and young people must feel secure and safe in the face of reasonable risks, but should never be knowingly or unknowingly put in a position of significant harm or abuse.

Job Description



Overall Purpose of Role

To ensure that all parents/carers of children and young people with special educational needs and disabilities have access to impartial information, advice and support.



Key Relationships

- SENDIAS Coordinator (Line Manager)
- SENDIAS staff and volunteers
- Regional Manager and wider Central team
- Parents/Carers and Young People
- Early Years Settings, Schools and Colleges
- Local Authorities
- Voluntary and Community organisations including Parent Carer Forum

Working Context

- There may be occasions which require a flexible approach to altering your working pattern to meet service needs including some out of hours work.
- Occasional travel may be required.
- You will be required to perform tasks as required commensurate with your grade and experience.
- Your role may be subject to an enhanced DBS check.
- Your role may involve working in a regulated activity.
- The role is centred on casework and the demands of the role will fluctuate there for the role calls for a flexible approach, with an element of personal accountability and self-management of work load and timescales.
- The role will be based at a local office however there will be outreach work across Warwickshire. This will include lone working and agile working using web based IT systems to maintain records.



Key Responsibilities

1. To provide factual, current and impartial information to service users in all aspects of Special Educational Needs in line with current legislation and local procedures, e.g.
 - a. Children and Families Act 2014
 - b. SEND Code of Practice 2014
 - c. The Disability Discrimination Legislation
 - d. Improving Behaviour and Attendance – guidance on exclusion for schools and pupil referral units 2012.
2. To be able to provide factual information about local processes, procedures and support organisations.
3. To offer information in an accessible way to parent/carer and young people and enable them to participate confidently and effectively in an informed way in the decision-making process regarding their child's education. This will be through:
 - Promoting web based support
 - Telephone support
 - Support preparing for meetings, writing letters and reports
 - Support at school, LA and other meetings
 - Support at Tribunal
4. To support and encourage children and young people to participate in school meetings and reviews; to involve them in their own target setting and to help them to identify their future support needs.
5. To manage your own caseload
6. To plan, promote, deliver and evaluate workshops and training to parent/carers and professionals
7. To work in partnership with schools, the local authority and other partners to identify vulnerable families in need of specialist support.
8. To support with dispute resolution and mediation by facilitating referral to mediation service, supplying information as needed and offering ongoing support.
9. Actively promote the SENDIAS service through attending information and engagement events, on line promotion and developing relations with local statutory, community and voluntary organisations.





Key Responsibilities

‘The staff are really friendly and create a nice atmosphere to work in’ - Sarah, Assistant Practitioner

Safeguarding Policies and Procedures

1. To be familiar with and fully comply with all KIDS policies and procedures including child protection, safeguarding, health and safety, confidentiality and partnership.
2. To work within the standards required by relevant regulatory bodies.
3. To ensure that the safeguarding and risk for each child or young person is reviewed regularly.
4. To safeguard the health, wellbeing and safety of the children and young people, and if any concerns arise, to immediately report any concerns in line with KIDS policies and procedures.

KIDS is committed to safeguarding and promoting the welfare of children and young people and also expects for all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.

Other Responsibilities

You are responsible for maintaining the confidentiality of materials from all systems both electronic and paper and you may not remove from the premises any hardware, software, files, photographs or data without written permission unless agreed by your Line Manager/ equivalent as part of the execution of your normal duties.

Sharing the responsibility for ensuring that the organisation stays in touch and synchronised across the country.

To keep accurate records of Service activity which will provide statistical evidence for monitoring and evaluation of the service.

To take responsibility for personal development keeping abreast of all legislation and policy relating to special educational needs and disability.

To contribute to the ongoing improvement of the service, sharing good practice, attending team meetings and seeking service user feedback.

To ensure service delivered meets and ideally exceeds the Quality Standards for services providing impartial information, advice and support



Person Specification

Proven Ability

To be able to carry out this role it is essential that you have the following characteristics:

- Extensive knowledge of relevant legislation, i.e. Children and Families Act 2014, Education Act 1996, the SEN Code of Practice, the Disability Discrimination Act.
- Ability to provide factual impartial information and advice to service users.
- Experience of supporting vulnerable families and their children.
- Excellent oral and written communication skills.
- Ability to present information in an accurate and accessible way using a range of communication methods.
- The ability to respond flexibly to situations.
- Able to work in challenging situations or where there is dispute.
- Knowledge and experience of the issues that affect families whose children have additional needs/disabilities.
- A commitment to working in partnership with parents/carers, young people and professionals to develop the service.
- Experience of working within a multi-agency environment in order to reach negotiated outcomes.
- Understanding of safeguarding policies and procedures.
- Excellent IT skills including been able to use applications such as excel, familiar and able to input and access onto data bases.
- Knowledge of Data Protection Act and aware of confidentiality.
- Have a current driving licence and access to a car for work purposes.

Education/Qualifications

- Qualified to at least NVQ Level 3 in advice and guidance or equivalent.





Person Specification

Desirable criteria

To be able to carry out this role it is desirable that you have the following characteristics:

- Experience of delivering training workshops
- Experience of working in education or other SEND services.
- Experience of conflict resolution/dispute resolution and mediation

Desirable Education/Qualifications

- Degree or qualified teacher status.

Thank you for choosing KIDS. We look forward to receiving your application.