



# SEND PRACTITIONER JOB DESCRIPTION

## UNITED SUPPORT GROUP CIC

**USG CIC** is a Community Interest Company working to support families who have children, young people and adults with neurodevelopmental conditions including Autism, ADHD and other associated conditions. Our work offers a family support system and much needed guidance and support on education, health and social care opportunities for families living with these conditions.

This application pack contains all the relevant forms required to make a preliminary application with us. You will also find a general team member advert/profile and information on key skills required for the varying roles we carry out on a day-to-day basis at USG CIC.

### **USG CIC Services Provided**

- Support with Disability Living Allowance (DLA) and Personal Independence Payments (PIP) claims
- Guidance on Educational, Health and Care Plans (EHCP)
- Developmental Assessments
- Advocacy and Family Support
- Understand your condition
- Group and one to one therapeutic play sessions
- Parent/Carer Group Session on Tuesday mornings
- Adult Participant Social Group Session on Thursday evenings
- Employment support related activities
- One to One session by appointment only

Our team look forward to receiving your application along with your CV and a covering letter setting out how your knowledge and experience match the role specification in due course. Upon receipt should applicants reach the second stage, an interview will be arranged at a mutually convenient time and location. Due to the COVID19 pandemic, we have embraced several virtual platforms to deliver our services.

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Thank you for your interest in joining our team at **United Support Group CIC**.

We are looking for a range of enthusiastic people with varying skills, talents and interests to work in the team within **USG CIC**. USG CIC work to support families, children and young people and adults living with autism, ADHD and other similar conditions.

Please do not hesitate to contact me if you have any questions or require any information prior to returning your completed application form at [ann@unitedsupportgroup.co.uk](mailto:ann@unitedsupportgroup.co.uk)

The team at **United Support Group CIC** look forward to receiving your application very soon.

**If you are offered a position you will then need to complete a DBS with us.  
Please note our staff/volunteers must be a minimum of 18 years old.**

<b>Job Title:</b> SEND Practitioner	<b>Department:</b> Discover You 2
<b>Division:</b> Children & Young People's & Adult Service	<b>Location:</b> Manor Farm Community Association, King George Crescent, Walsall, WS4 1EU
<b>Reports to:</b> Project Manager	<p><b>Hours:</b> 30 hours per week.</p> <p>Days and times are negotiable</p> <p>A 10-hour shift from 9 am till 7 pm as per service delivery may be required.</p> <p>An evening shift as per service delivery may be required.</p> <p>Flexible working including office hours.</p>
<b>Contact Term:</b> 1 Year (Potential for extension, funding permitting)	<b>Salary:</b> £19,656

## United Support Group CIC Aims

- Provide a safe space where children, young people and adults with neurodevelopmental conditions can create positive relationships and build communication skills bringing people together
- Offer support and self-reflection activities to better understand their condition and how it affects them and their daily lives increasing their potential to progress into Education, Training and Employment
- Provide family support and advocacy to navigate the challenges that families face addressing issues as early as possible

## Discover You 2 Project Aims

- Discover You 2 aims to work with at least 60 children and young adults, from ages 4 years to young adulthood, who have been diagnosed with a neurological condition affecting development, predominantly social and emotional development

- All children and young people engaging in the project, will have an increased awareness of their diagnosed condition, including how this impacts the way in which they socialise.
- The project will enable all those attending to engage in activities designed to promote social developmental progress.
- All children and young people will have an increased awareness of the way in which they are able to identify and express emotions. This will empower them to identify, label, express, and discuss emotions, reducing anxiety, mental health issues and negative outbursts.
- All children and young people will be supported to identify their current social developmental level, to progress by the end of the project.
- All children and young people will be supported in identifying their current emotional developmental level, to progress by the end of the project.
- The project will concentrate on empowering all, to develop a positive image of their neurological condition and of themselves.
- Parent and carers workshops will enable all families, to have a far more positive, engaging, and supportive relationship with their child/young adult.
- The United Support Group will use measuring tools to effectively determine the distance travelled by the family. These will be specifically designed mechanisms aimed at the individual child and parent/carer evaluating the impact of their work through regular meetings, surveys and feedback. These will include looking at emotional wellbeing, education, learning and behaviours; individuals score themselves using a rating scale and progress/regression can be seen over time and mechanisms put in place to support and monitor progress

## SEND Practitioner

### Overall, Purpose of Job

To lead casework provision of the service, informing adults, parents, children and young people who reside in Walsall/Birmingham/Other areas of the West Midlands, of their rights as regards the SEND process, by keeping abreast of education and other relevant legislation and SEND policy, and support their navigation through the SEND assessment process empowering them to express their views and needs and developing their skills and confidence to self-advocate.

To work with families and other stakeholders to achieve the best outcomes for the education, health and care of the child/young person and adults concerned. Supervise and manage student social work placements/volunteers hosted by the service where applicable.

To ensure that children, young people, adults and their families in Walsall/Birmingham receive a first-class service that fulfils their potential, and when they need additional support, provide services that are local and easily accessible.

To support managers in the development, delivery and review of planning, performance and commissioning services for children, young people, adults and their families and carers for the Discover You 2 Project so that overall costs are reduced but the life chances of children young people and adults are maximised.

To deliver programmes of intervention for children, young people and adults with autism spectrum disorder/social communication in the project setting. To do this in a way which fosters partnership working and successful transition between settings, including the home.

Carrying out the above including using a range of approaches linked to child development including those which require specialised methodology.

### Job Context

The post holder reports to The Project Manager

1. The post holder has no line management responsibility
2. The post holder has no budget responsibility

3. The post holder may be required to work evenings, occasional weekends and public holidays in order to meet service requirements

#### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

#### **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

#### **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

#### **To undertake all responsibilities listed below:**

To act as a key point of contact between settings, home and other services by supporting and working with children, young people and adults with a range of neurodevelopmental conditions including autism spectrum disorder/social communication difficulties

To carry out baseline assessments which establish initial programmes of support and intervention

To signpost parents/ carers to services

To plan, delivering and updating programmes of support and intervention in partnership with parents/carers and other settings, so as to facilitate these children, young people and adults to access education/training.

To design, model and teach specialist approaches to parents/carers and a range of staff within settings, matched to the developmental needs of children with conditions, which foster the cognitive, social, emotional and physical development of these children, young people and adults

To plan and deliver training, including specialised programmes, to parents and staff which arise from the identified needs of the individual children for which the postholder is responsible

To plan and deliver training, including specialised programmes which arise from giving support to schools and other settings

To organise and run groups with parents/carers/children, young people, staff and plan these with the manager

To work closely with parents/carers and staff in schools to design and implement transitions programmes between settings and to do this in a way that demonstrates effective partnership working.

To advise, train and work with parents/carers and staff in schools/education settings, on the use of a range of augmentative communication systems in line and in ways that foster the development of good relationships.

To attend meetings including multi- disciplinary assessments, case conferences and reviews and actively contribute to the partnership work that arises to ensure approaches within the team support effective multi- agency working.

To write reports and maintain records (including day to day session records, time sheets, midterm, end of term/ year, statutory assessments and reporting methods).

To make and maintain resources which foster effective learning and to advise parents/carers and staff within settings or schools on the use of resources.

To actively maintain and develop up to date knowledge and skill in the field of child development and approaches to working with children, young people and adults who have neurodevelopmental conditions

To participate actively in continuing professional development, training and other in-service activities

To undertake any other duties that are in line with the purpose & grade of the post as may be required from time to time.

To effectively contribute to personal supervision and appraisal, in line with United Support Group CIC Guidelines

**Principal accountabilities:**

Lead in the provision of direct and impartial information, support and advice to parents, carers, young people and adults via face-to-face meetings, email and other digital arenas including SMS/WhatsApp.

Undertake and follow up agreed actions such as discussions with schools, local authorities or other relevant agencies.

Undertake outcome focussed casework through supporting service users to express their views in meetings with local authority, schools and other professions, or in writing; tailoring support to individual's need to ensure equal access to the service; researching and signposting to other services as necessary.

To hold caseload of some of the more complex families accessing the service

Supervise and line manage student social workers on placement who will provide casework and as well as time limited, planned and outcome focussed support to families with complex needs. Oversee contribution to multi-disciplinary assessment of needs where appropriate (if required).

Maintain positive and collaborative working relationships with all stakeholders, working in a conciliatory way to facilitate communication between all stakeholders, keeping the child/young person, adult at the centre of the process.

Plan support to ensure the best use of time ensuring that the appropriate type of support is offered for the enquiry and throughout all casework actively empowering families to develop confidence and skills to advocate for themselves.

To deputise for the Project Manager and at external meetings when necessary. In addition, assist, supervise and mentor other team members, volunteers, parent/champions or young people champions as required by the Project Manager.

Maintaining up-to-date, accurate records of all work undertaken using electronic systems/paper systems in place and ensure that these are accessible to team members and management at all times for continuity of service provision and recording/reporting for monitoring.

Ensure all qualitative and quantitative data is available to management and contribute to outcome monitoring reports.

Alongside Project Manager, recruit a small cohort of volunteers to support service provision. Lead on supervising and managing that cohort of volunteers in line with USG CIC policies and procedures.

Ensure own knowledge and practice of SEND information is maintained and undertake such training as appropriate to enhance skills in working with children/young people with social/emotional and often complex needs.

To ensure you have an understanding (appropriate to your role) and to comply at all times, with USG CIC's policies and procedures for promoting and safeguarding the welfare of children and vulnerable adults as well as undertaking regular Child Protection and Adult Safeguarding training.

Uphold and demonstrate in practice, the principles of inclusion and equal opportunities in all aspects of the role and comply with USG CIC's Diversity & Equality policies, promoting these principles amongst colleagues, participants and other members of the community.

To be able to evidence USG CIC Values at all times, which underpin USG CIC's mission and vision.

### **Mission**

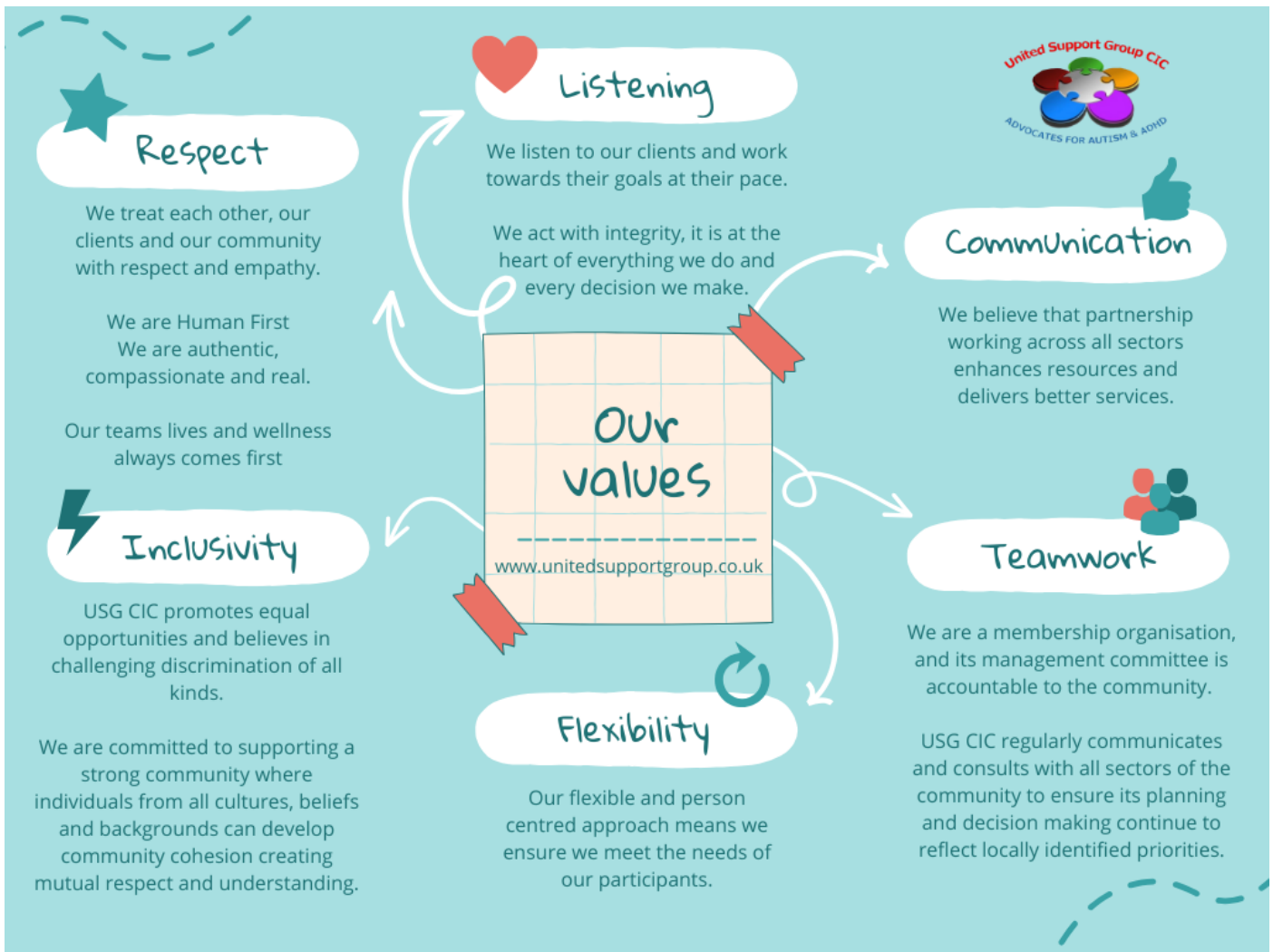
- To empower and assist parents and caregivers of children and young people with autism and ADHD.
- To be aware of new ideas and techniques in dealing and coping with the difficulties linked to the condition and the challenges that families face in their daily lives.
- Providing sessions to empower and engage parents in positive parenting tips, confidence building and positive educational techniques to assist ADHD and autism.

### **Vision**

- Assisting children into adult life.

### **Values**

- USG CIC promotes equal opportunities and believes in challenging discrimination of all kinds.
- We are committed to supporting a strong community where individuals from all cultures, beliefs and backgrounds can develop community cohesion creating mutual respect and understanding.
- We are a membership organisation, and its management committee is accountable to the community. USG CIC regularly communicates and consults with all sectors of the community to ensure its planning and decision making continue to reflect locally identified priorities.
- USG CIC believe that partnership working across all sectors enhances resources and delivers better services.



To comply with USG CIC’s Health and Safety Policy, Data Protection policy and to protect your own and others’ health, safety and welfare.

To promote USG CIC and its services and represent and collaborate with other agencies in the local authority in a professional manner which reflects USG CIC values at all times, including actively contributing to developing USG CIC services.

To work flexibly as required by the service and the needs of the families with which we work, including early mornings, weekends and evenings to carry and carry out any other reasonable duties as required.

#### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
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## EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### **KNOWLEDGE:**

Good understanding of child development and approaches to working with children who have neurodevelopmental conditions including autism or social communication difficulties

Knowledge and understanding of effective approaches to working in inclusive settings

Knowledge of the EYFS and approaches to early years teaching and learning

**Some** evidence of specialised training in relevant areas of professional role development. For example:

- Occupational Therapy
- Play Specialism
- Social care working knowledge
- Educational psychology
- Play Therapies
- Other specialism working with children, young people and adults with social/emotional/neurodevelopmental/complex conditions

Application Form/Interview



<p><b>QUALIFICATIONS:</b></p> <p>Minimum qualifications</p> <p>National vocational Qualification in childcare and educational level III  <b>Or</b> Other relevant qualification in child development, early years education, young people and adults</p> <ol style="list-style-type: none"> <li>1. Degree or equivalent qualification in relevant subject, such as: education, health, social care or equivalent and evidence of a commitment to continuing learning and professional development.</li> <li>2. Proven, extensive experience of working with children, young people and their families with additional needs as well as other complex needs, and evidencing the ability to promote positive outcomes for children in all areas of your work. In addition, a track record of developing resilience in families with whom you have worked and evidence of actively empowering families to advocate, sustain, support or represent themselves after intervention.</li> <li>3. Extensive and up-to-date knowledge of special educational needs procedures and SEND Reforms and proven experience of delivering impartial advice and support to families where children and young people have special educational needs and disabilities.</li> <li>4. Proven experience of recruiting, supervising, mentoring and line managing staff, volunteers or students on placement. It would be desirable to have existing knowledge of the requirements of student social worker placements but if not, it is essential to be willing to learn and develop skills in this area.</li> </ol>	<p>Application Form/ Certificate</p>
<p><b>EXPERIENCE:</b></p> <p>Significant experience of working with children, young people, and adults including those with special educational needs, in an educational or similar setting</p> <p>Experience of working with families</p> <p>Experience or working in partnership with other agencies in health, social care, third sector etc</p>	<p>Application Form / interview</p>

**SKILLS AND ABILITIES:**

Excellent organisational skills.

Well developed problem solving and negotiation skills

Able to work co-operatively as part of a team

Able to demonstrate a strong commitment to public service.

Strong commitment to team working.

Ability to work under pressure.

Ability to produce high quality reports and letters

High level of competence in ICT and good awareness of the use of ICT across a variety of settings

Able to demonstrate effective teaching methods for pupils with a range of learning difficulties or social communication difficulties/autism

Excellent up-to-date knowledge of current special educational needs procedures such as statutory assessments process, EHC plans, exclusions, admissions, transitions, health and social care as well as ability to communicate SEND-related procedures to a variety of audiences.

Working knowledge of Walsall & Birmingham would be an advantage.

An excellent understanding of the issues children, young people and their families face when they have additional needs and an excellent knowledge of the risk factors children and adults experiencing these issues. In addition, an excellent awareness of the impact of disadvantage and social exclusion and a commitment to promote inclusion and equality of opportunity for all.

Excellent ability to empathise with and advocate for children, young people, adults and their families with additional needs and an ability to stay calm under pressure and in difficult situations. In particular actively empower service users to develop confidence and skills to increase resilience and reduce risk factors and increase their ability to self-advocate and self-support.

Experience of establishing and sustaining a broad range of professional partnerships and engage, as well as consult, with service users and stakeholders through effective collaboration and communication skills. Ability to maintain confidentiality, impartiality and professionalism and mediate between families and professionals.

Excellent written and verbal communication and listening skills.

Excellent organisational skills, ability to prioritise workload, self-motivate and work to tight deadlines on own initiative as well as part of a team.

Excellent ICT skills and presentation skills, including experience of using database software and experience of collating and analysing data for evaluation and outcome monitoring procedures.

Application Form/  
Interview/Test

<p><b>PERSONAL STYLE AND BEHAVIOUR:</b>  Able to demonstrate fairness and openness</p> <p>Ability to develop and sustain partnerships.</p> <p>Has a high degree of integrity.</p> <p>Excellent interpersonal/communication skills.</p> <p>Suited to working effectively as a lone worker at times.</p>	<p>Application Form/  Interview/ Test</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>This post is subject to an enhanced DBS check.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p> <p>Able to travel between settings where necessary</p>	<p>Satisfactory clearance at  conditional offer stage</p> <p>Application Form</p> <p>Application Form/Interview</p>

<b>Position applied for:</b>	<b>Area of interest/opportunity:</b>
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**Personal Information**

Surname (block capitals)		Title:	
First name (block capitals)			
Address (including postcode)			
Phone number (for us to contact you)			
Email:			
Are you eligible to work in the UK?			
National Insurance number			
<p>Do you have any unspent convictions, cautions, reprimands or warnings?</p> <p>(Before you answer this question, we must make you aware that you need to disclose any convictions, cautions, warnings, reprimands and previous or pending investigations as these will all appear on DBS checks, and non-disclosure of the information may prevent your acceptance as a USG CIC Team Member. The reason for the above question is based around not only child protection and health and safety but also around trust and honesty between the candidate and the host agency.)</p>			

**Employment History**

Please provide any information that highlights your skills and the experience gained in your previous employment that matched the job specification, including any voluntary work you may have carried out. Please provide as much

information as possible including any periods when self-employed, unemployed, working abroad etc. in the 'gaps in your employment and education' section below. **(Starting with your most recent employer).**

<b>Dates (Start and Finish)</b>	<b>Name and Address of Employer</b>	<b>Job Title, Main Duties and Responsibilities, Major Achievements</b>	<b>Salary on Leaving, Reason for Leaving</b>

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## Education

Please list all relevant education, training, professional qualifications and professional memberships that are relevant to the job specification. Please provide as much information as possible including any periods of time out for travelling, casual work etc. in the following 'gaps in your employment and education' section below.

Name & Address of school/ college/organisation	Dates (start and finish)	Subject	Awarding Body	Qualification/Grades


**Are you prepared to make a statutory declaration for any 'gaps' in your employment/education history as shown above?**  
Y / N (please delete where necessary)

**Information to support your application.**

Please tell us about any work experience or volunteering which are relevant to working with families, children and young people, strengths and skills and what you hope to gain from working at United Support Group CIC (please use separate pages if needed)



**You may also attach a CV and a Covering Letter**

**Declaration**

I declare to the best of my knowledge and belief that the information given in this application is correct. I understand that any false or misleading information given either in this application form or in any other documentation completed or verbal statements made during the recruitment process may prevent my acceptance as a USG CIC team member

***If you are sending this form electronically you will be asked to sign it if you are invited to interview.***

Signature:

Date:

We may collect sensitive personal information for example, information relating to your health, disability and/or ethnic background.

I agree that my sensitive personal information can be processed to provide me with services and carry out administration in relation to my membership. (Please circle)	Yes
I agree that my sensitive personal information may be shared with funders and/or sponsors as required for the purposes of the development, coordination and support of the USG CIC network. USG CIC will ensure that third parties agree to keep this information confidential. (Please circle)	Yes

## **COVID 19 POLICY**

United Support Group CIC cares about the impact COVID-19 (coronavirus) may potentially have on our service users, their families and healthcare professionals globally.

At United Support Group CIC, our top priority is the safety and health of the families who we serve daily. Our duty is to support and protect our community. We are proactively taking precautionary steps to reduce the spread of COVID-19.

United Support Group CIC recognises the vulnerability of our community and is committed to ensuring that all COVID-19 protocols are followed to protect the safety and welfare of our service users, employees, and volunteers.

The following protocols are currently in place as we continue to uphold our responsibility to you:

- The highest levels of sanitisation and hand washing protocols have been implemented.
- Increased social distancing with staff and volunteers including the use of PPE if and when necessary.
- We have introduced the recording of calls / video for staff and volunteers when working from home for monitoring and training purposes.

We are operating an Appointment Only service. However, to meet the needs of our client's we have adopted a flexible approach by embracing several digital platforms to work with you. These include Telephone, WhatsApp, E-mail & SMS, Microsoft Teams and Zoom.