# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: CLASS Adviser

# DEPARTMENT: Children’s Services

# LOCATION: Lewes, Eastbourne or Hastings

# GRADE: Soulbury EIP 5-8

# RESPONSIBLE TO: CLASS Deputy Service Manager

# Purpose of the Role:

To advise and support school staff in identifying and meeting the needs of children and young people with Speech Language and Communication Needs (SLCN), Autism, and/or Specific Learning Difficulties (SpLD) to ensure inclusion and improved outcomes.

To support the planning and assessment of children and young people with SLCN, Autism and/or SpLD, working jointly with key professionals from a range of services, both within and outside of ISEND Services.

# Key tasks:

1. Assist school staff in analysing the needs of young people with SLCN, Autism and/or SpLD and identify appropriate teaching and learning strategies to support them in and out of class.
2. To provide the LA with specialist expertise and representation in order to meet statutory requirements, including attendance at SEND Tribunals.
3. Model person-centred planning across the service and with key partners, ensuring that outcomes-based assessment is evident in all areas of work with a clear focus on engagement with families, children and young people.
4. Ensure that all work delivered within the field of SLCN, Autism and/or SpLD is in line with the wider aspirations of ISEND Services and exploits opportunities for integrated working with partners at every opportunity.
5. Establish an appropriate programme for each young person allocated support, in conjunction with school staff and other agencies, supporting the development of school-based plans and ensuring regular review and evaluation of programmes.
6. Develop and maintain a good understanding and knowledge of technological and augmentative hardware and software which can be used to support children and young people with communication needs (AAC), liaising effectively with colleagues in Health services to ensure that these are utilised effectively.
7. Work with schools to develop bespoke, project-based interventions to address identified concerns in relation to SLCN, Autism and/or SpLD.
8. Take a lead on targeted interventions designed to reduce requests for statutory work in priority schools, working with partners to shape delivery and ensuring a co-ordinated response across ISEND Services.
9. Develop and provide training, guidance and support to staff across ISEND Services and within schools/education setting service on early intervention and effective support to children with SLCN, Autism and/or SpLD.
10. Maintain accurate records on interventions and outcomes with young people and contribute to data collection and monitoring exercises as required, including tracking activities delivered on a traded basis.
11. Work alongside schools to support the delivery of the local and area-wide offer.
12. Provide quality written reports and where these are about assessment, ensure that they are at a standard recognised by professional organisations such as PATOSS. Provide evaluative feedback to schools on the outcomes of work with individual children and project work in schools that is able to demonstrate impact.
13. Develop and maintain a clear understanding of how SLCN, Autism and/or SpLD support is commissioned and the expectations of commissioners in terms of evidencing outcomes for children and families.
14. Contribute actively to the strategic direction of ISEND Services and work with colleagues on geographical as well as thematic areas to ensure that the service is responsive to the needs of children and families.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: CLASS Adviser

# GRADE: Soulbury EIP 5-8

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Excellent teaching and coaching skills and skills in effective INSET delivery * Ability to assess children and young people in the areas of SLCN, Autism and/or SpLD, * Ability to write clear reports and design outcome focused programmes * Ability to communicate clearly orally and in writing and to give constructive feedback to professionals * Able to converse at ease with others and provide technical and/or professional advice in accurate spoken English * Ability to draw up detailed support plans for young people and programmes of intervention work in schools * The ability to communicate effective strategies and good practice * Ability to analyse and problem solve to raise the performance of children and young people * Ability to build and maintain good productive working relationships with colleagues within the team, in schools and other services * Ability to manage own workload/caseload and meet targets and deadlines * Ability to think creatively and initiate changes in practice in a constructive way * Ability to motivate others to understand a shared agenda |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Qualified Teacher status * Degree level education |

# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * An appropriate additional accredited post graduate qualification in speech, language and communication / dyslexia / Autism qualification recognised by a professional body |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Understanding of issues affecting the families of young people with SLCN, Autism and/or SpLD * Knowledge of relevant assessment methods and tools for the identification and monitoring of progress of children and young people with SLCN and literacy difficulties * Good knowledge of methodologies of supporting children with SEND in mainstream and special schools * Knowledge of children’s development needs * Knowledge of how children acquire literacy and other learning skills * Knowledge of how integrated practice can improve outcomes for children and young people with SEND * Knowledge of effective teaching and learning methodologies for children and young people with SLCN, Autism and/or SpLD * Some knowledge of assistive technology or software |

# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of both primary and secondary school systems |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Ability to demonstrate significant successful teaching experience * Recent substantial experience of working with children and young people with specific and complex needs (e.g. language and literacy needs) and delivering successful outcomes * Recent experience of teaching in mainstream schools, academies or Free Schools * Experience of person-centred planning * Experience of delivering outcomes-based planning and assessment * Experience of working collaboratively with other staff and other agencies to achieve positive outcomes * Experience of demonstrating good progression of children with SLCN, Autism and/or SpLD in schools and evidence of successful outcomes * Experience of training or advising school colleagues on supporting children and young people with SLCN, Autism and/or SpLD * Experience which demonstrates commitment to equal opportunities |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Teaching experience in both primary and secondary settings. * Experience of delivering services on a commissioned/ traded basis |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Self-motivated and persuasive communication skills * Evidence of good organisational skills, including the planning and prioritising of work * A commitment to achieving the best outcomes for vulnerable young people * A flexible and creative way of thinking * High level interpersonal skills and ability to resolve conflict * Ability to travel and work across the county as required |

**Date (drawn up):** October 16 Amended November 2021

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference:** BA JE8564

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |