

Hertfordshire County Council Job Outline



JOB TITLE: LDD Personal Adviser
GRADE: H7 – H8
REPORTS TO: LDD Team Leader or LDD Senior PA
TEAM: YC Hertfordshire, Services for Young People
DEPARTMENT: Children's Services

Purpose of the Job

To ensure that the needs of individual young people with Special Educational Needs/Learning Difficulties and/or Disabilities (SEND/LDD) are met so that they are able and motivated to engage in education, training, work opportunities and positive activities.

To ensure the effective delivery of careers information, advice and guidance (IAG) to young people with SEND/LDD and their parents/carers within a variety of settings, in county and to Hertfordshire residents out of county.

To ensure the delivery of statutory duties relating to SEND/LDD and IAG and to minimise the number of young people not participating in learning and/or meaningful activities.

To provide leaving care support to Care Leavers 18+ with a learning disability.

To ensure that all the Services for Young People targets for Personal Adviser work are met.

Main Areas of Responsibility

Engage effectively with and provide support for a caseload of young people with SEND/LDD determined by negotiation with your manager to identify and address their barriers to personal development, learning and work, particularly during periods of transition.

Assess young people's needs using the Preparing for Adulthood Transition Plan (PfA), the Families First Assessment processes and other methods and act as lead professional where appropriate, developing clear action plans and referring to specialist and/or statutory agencies where appropriate.

Work to agreed targets including NEET prevention and reduction; monitoring the progress of young people on your caseload through regular review, recording data on

relevant management information systems to appropriate timescales and standards, producing reports and correspondence as required.

Engage effectively in multi-agency working, developing collaborative relationships with relevant staff in a range of agencies to broker and co-ordinate support for young people and be part of the Multi-Agency Teams where appropriate.

Contribute to the delivery of high quality careers IAG in liaison with local education providers, both statutory and traded services.

Provide leaving care support to 18+ Hertfordshire Care Leavers with learning and/or physical disabilities, in line with statutory responsibilities.

Support young people who are children looked after through targeted delivery in schools.

Work with young people's family members/carers and others, with young people's agreement, to enable them to contribute to maximising the young person's potential.

Actively participate in the Performance Management and Development process to meet agreed quality standards.

Participate in the development of Services for Young People by contributing to working groups, reviewing and revising policies and procedures, attending staff meetings and training events.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment.

Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

Qualifications:

- Level 6 qualification in Career Guidance & Development or equivalent

Skills and Abilities:

- Good working knowledge of legislation in respect of special educational needs and learning difficulties and/or disabilities and an ability to advise and guide young people, their parents and/or carers and other professionals on all aspects of further education, training and employment
- Excellent written and verbal communications skills and to communicate effectively with young people, their parents and/or carers and other professionals and agencies

- The ability to manage your own time and work on your own initiative, to manage and prioritise your workload, whilst under pressure and working to tight deadlines
- The ability to manage conflict and diffuse difficult or potentially difficult situations
- A working knowledge of recording all contact and other data relating to young people on the appropriate databases and using Microsoft Office applications
- Willing and able to work flexibly, including evenings where necessary and work at a number of different sites or venues, including visiting young people in their homes and attending annual reviews at schools and colleges located outside of Hertfordshire

Experience:

- Experience of providing Careers IAG in a variety of settings and audiences
- Knowledge and experience of working with young people with SEND/LDD and their families
- Experience of managing your own complex caseload, to ensure safe working practices
- Experience of working in partnership with a range of other agencies to successfully influence delivery and improve outcomes for young people with SEND/LDD and their families