

JOB SUMMARY

Post Title	<i>Specialist Advisory Assistant Regulation and Engagement Support Team (REST)</i>						
Job Family	<i>Service Delivery</i>	Pay Range	<i>Grade 5</i>	Line Manager to others?	<i>No</i>	Role profile ref	<i>SD05</i>
Service Area	<i>Childrens Services – Education, Access and Inclusion</i>						
Line Manager	<i>Service Manager for Education</i>						
Location	<i>Agile/County Hall</i>						

Job Purpose

To work with primary and secondary aged children and families, supporting them to promote positive regulation and engagement and emotional well-being through outreach in schools.

Provide support to schools in developing effective regulation and engagement management strategies to support children in mainstream schools.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- To facilitate and deliver individual or group strategies and interventions to children to support them to fully benefit from the educational, personal or social opportunities available to them.
- To work with senior colleagues to identify the needs of each child and/or family, help develop appropriate interventions and support with assessment and regular reviews.
- To provide direct personal, practical and pastoral support, in accordance with agreed action plans/programmes, to identified children who are experiencing personal/social/ educational difficulties at school.
- Work collaboratively with a range of internal and external organisations.
- Work directly with teachers and school staff to identify the practical and personal needs of children requiring additional support at school and to advise and assist with behaviour management plans.
- Develop effective knowledge of and working relationships with support agencies, services and voluntary organisations.
- Liaise effectively with parents to support positive outcomes for the child.
- Maintain appropriate records in accordance with internal and external guidelines, procedures and policies and provide appropriate administrative duties.
- Be a positive role model by encouraging, motivating and listening to children.

Knowledge, Skills and Experience:

Role Profile requirements.	Job specific examples.	Essential	Desirable
Reliable, responsible.	To work collaboratively as a member of the REST team.	✓	
Self-motivated with the ability to work to clearly defined targets / deadlines.	Work closely alongside REST Advisory Teachers on allocated cases including contributing to the development of action plans.	✓	
Awareness and understanding of the children's needs.	Contribute to the re-integration of pupils by working directly children and schools.	✓	
Evidence of practical experience in an appropriate work environment and ability to advise others on relevant issues.	Deliver 1-1 and group interventions; support outreach sessions, contribute to assessments and reviews.	✓	
Safe and competent use of relevant equipment.	Use de-escalation techniques to manage challenging behaviour.	✓	
Knowledge of relevant health and safety procedures.	Contribute, adhere to and follow all Risk Assessments.	✓	

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Ability to communicate clearly with sensitivity and empathy to build trust both one to one and with groups.	Liaise effectively with school staff and parents to promote positive outcomes. Model restorative practice and emotional regulation.	✓	
Ability to follow routines, carry out set plans, record and monitor information accurately.	Contribute to the development of resource materials for use in school to promote positive behaviour. Maintain appropriate records of work undertaken. Report to other professionals during multi-agency meetings. Report or evaluate work undertaken with REST Team Manager.	✓	
Basic literacy and numeracy.	Use electronic systems to maintain records and prepare concise reports.	✓	
Practical knowledge of ICT systems.	Able to maintain accurate records and present information clearly and concisely using IT software as well as working to deadlines.	✓	
Able to maintain accurate records as and when required.	Attend school/professional meetings. Maintain regular contact with parents. Sharing good practice with school support staff. Help support the delivery of training to schools. Support managed moves from one school to another.	✓	

Qualifications

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		✓	
GCSE level qualifications or equivalent experience.	English C or above (equivalent) Maths C or above (equivalent)	✓	
Nationally recognised qualifications at level 3 in a relevant discipline.	e.g. education, health, social care or willingness to work towards. Level 3 Diploma in Specialist Support Level 3 Certificate in Supporting Teaching and Learning Level 3 in Supporting Children and Young People's Mental Health		✓

Other Requirements

To undertake any other responsibilities and duties as appropriate to the nature and salary grade (Grade 5) of the post.

Own vehicle (for work purposes).

This post involves supporting children in schools and families / extended families / guardians at their homes and therefore the applicant will need a UK driving licence.

Willingness to access further training as and when directed by the Line Manager.

Organisation Structure (optional)