Job Profile

Student Independence Officer

Grade: 5 JE: 30027 Date created: 9/5/24

About the Job

Working in collaboration with colleagues across the Education Hub, and others as appropriate, the post will be responsible for implementing the council's strategy for supporting children and young people with learning difficulties and/or disabilities to increase their independence in preparation for adulthood – with a focus upon ensuring that there is a framework in place to assist with the development of independent travel skills to education providers.

This is what we need you to do...

- Contribute to the establishment of a framework across the organisation and with key stakeholders which embeds independent travel training into wider outcomes for children and young people.
- Work collaboratively with schools/colleges, in support of the Lead Officers and other partners to develop systems which support preparation for adulthood principles into other life skills and curriculum outcomes.
- Contribute to the assessment of young people to ensure the individual needs of children and young people are understood and regularly reviewed to provide appropriate levels of support.
- Lead direct travel training & independence support with children and young people with additional needs, on a 1-1 basis.
- Identify a range of interventions and support mechanisms appropriate to enabling independence and evaluate their impact.
- Maintain a robust monitoring system to ensure individual and programme outcomes are signed off/achieved, reviewed and refined.
- With other members of the team, contribute to the updating of training packages to ensure they remain relevant and effective.
- Ensure the quality of information and data produced meets corporate standards, is fit for purpose and is politically astute.
- Manage challenging situations, often in a 1-1 setting without support, to ensure the safety of the young person, trainer and/or members of the public.
- Provide day-to-day operational support to other team members, and the wider PfA & Post16 Team.
- Represent the service at local, regional or national events as required.
- Any other tasks as directed by your manager.

Special Conditions

- This post will involve regular work 'off-site' and outside normal office hours, often lone working.
- The role will also include presenting content to students within the classroom in educational settings.
- The Preparation for Adulthood Support Team service the county of Gloucestershire and therefore a full driving license is essential.
- The role is subject to an enhanced DBS check.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Experience of multi-agency work with a range of professionals and managers.
- Experience of working directly with children and/or young people with learning difficulties and/or disabilities especially on a 1-1 basis.
- Policy and service development within the public sector.
- Implementation, contributing and reviewing of operational business plans and strategies for service improvement.
- Experience of working in an environment where excellent communication skills with a range of stakeholders are essential.

Knowledge, Skills and Understanding

- Excellent presentation skills and the ability to train young people with a wide range of knowledge and level of understanding.
- Ability to assist in delivering complex and detailed operational work accurately to a high standard.
- Strong advocacy, consultation, and negotiation skills, including on complex and contentious issues.
- Ability to develop creative solutions in developing new approaches across a range of issues and services.
- Ability and experience of presenting and communicating to a wide audience some of whom may have a barrier to understanding.
- Knowledge of national children's policies and the legislative framework and how they contribute to local service developments.
- Excellent ICT skills across a range of systems.
- Well-developed report writing skills and a high standard of written English.
- Ability to understand current legislation and relevant policy.
- Understanding of project management approaches

Behavioural attributes

- Personal commitment to a focus on quality services for children, young people and their families within resources available
- Ability to influence and negotiate successfully across agencies and partners.
- Ability to respond to a changing pattern of work demand which can be unpredictable and unplanned, requiring constant shifts of priority.
- Excellent interpersonal skills and ability to deal sensitively and professionally with people in difficult circumstances.
- Excellent training skills and ability to work effectively with children and/or young people with a wide range of learning difficulties and/or disabilities.
- Determined, enthusiastic and resilient with excellent attention to detail.
- Awareness of political sensitivity
- Commitment to identifying and embracing new methods of work and championing change – including motivating and enthusing others.
- Commitment to achieving the best outcomes for children and young people – taking responsibility, being professionally curious and holding self and others to account.

Education & Qualifications

Essential

- Level 3 qualification or equivalent experience
- Evidence of continuous personal and professional development
- Valid UK driving licence.

Desirable

- Travel Training qualification or equivalent level of experience.

There are also a number of generic requirements that are applicable to all employees within the Council. These can be found at the following link:
http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579