



SEND Communication and Interaction Service Outreach Officer

Reports to:	Autism Outreach Team Leader		
Department:	Children, Young People & Community Development: Education Partnerships and Strategy	Grade:	PO4
DBS Status:	Enhanced with Children	Politically restricted:	No

Job Purpose:

- To empower, guide and inspire families through their journey of understanding their child's needs and of the assessment process.
- To liaise with a range of professionals, families and educational settings. To lead on providing advice, guidance and support for families through the assessment process for a possible autism diagnosis.
- To provide signposting to additional support for other services within Brent and other organisations.
- To liaise with the Brent Outreach Autism Team (BOAT) when appropriate.

Values

Collaborate proactively.
Lead inclusively.
Embrace change.
Be bold and curious.
Celebrate and share our success.

Job specific roles and responsibilities

1. To provide specialist advice and support to staff working in mainstream settings in Brent on meeting the educational needs of pupils who are being assessed for an autism spectrum disorder.
2. To support staff and develop their understanding of all Communication and Interaction difficulties. Provide sensitive feedback, support and training to staff become more effective in their teaching. This support to be offered to all Brent school settings for the children and young people referred to the service.
3. To advise on the effectiveness of and when necessary, recommend the use of specialist techniques, strategies and materials for Speech, Communication and Language Needs.
4. To work with settings and families together in securing an environment which supports purposeful learning and seeks to develop Speech, Communication and Language Needs.

5. To support parents / carers through the assessment process with information, attending medical and educational appointments with them and providing advice and signposting to additional services.
6. Work with parents / carers to support understanding of their child's development, responsible for developing a bank of bespoke and tailored strategies for their child that are reviewed regularly.
7. Specialist training sessions designed and led for parents / carers of children and young people of similar developmental level. Training to be reviewed and evaluated on regular basis.
8. To maintain clear and effective records of service delivery
9. Support seamless transition to Brent Outreach Autism Team if diagnosis of autism spectrum disorder is given.
10. Liaison with Brent Carers Parent Forum, Speech and Language Therapists, Occupational Therapist, Social workers and other professionals engaged with the pupil.
11. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
12. Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Minimum 5 GCSE's including English and Maths
2. Evidence of significant recent experience of supporting children and young people with Speech, Communication and Language Needs across the age phases 2-19 years
3. Significant experience of supporting parents / carers of children and young people with Speech, Communication and Language Needs
4. Significant experience of working within / with educational settings supporting children and young people with Speech, Communication and Language Needs in mainstream education

Experience

5. Expertise and specialist knowledge of the features of Speech, Communication and Language Needs and how these needs may be identified and supported to support positive outcomes
6. Expert knowledge and experience of diagnostic approaches for Speech, Communication and Language Needs
7. A working knowledge and commitment to inclusion and equal opportunities for children and young people with Speech, Communication and Language Needs
8. Extensive experience of developing and delivering training with regard to Speech, Communication and Language Needs through different mediums and reflecting the needs of the community.
9. Experience of working with a variety of agencies in order to meet the needs of children and young people through continuity of approaches and advice given
10. Experience of working in partnership with parents/carers and an understanding of families from a variety of cultural backgrounds

Skills and Abilities

11. Ability to form good working relationships with parents/carers, practitioners and other professionals through good listening, mediating and negotiating with challenging and complex families.
12. A strong understanding of multi-disciplinary working and an ability to develop effective ways of working with colleagues from a range of disciplines.
13. Identify, model and embed relevant approaches and strategies to support students with Speech, Communication and Language Needs and how to differentiate to individual need.
14. The ability to work in partnership with SENCOs and other practitioners to promote inclusion
15. Design, deliver, review and evaluate training programmes delivered independently to settings and families
16. The ability to analyse and evaluate outcomes
17. The ability to use ICT effectively
18. Ability to communicate effectively orally and in writing
19. Ability to plan, organise and prioritise own workload and meet deadlines
20. Willingness and commitment to undertake further training
21. Willingness to attend occasional evening meetings

List desirable criteria:

22. A relevant degree e.g. psychology, teaching, education
23. Experience of the formal assessment process for children and young people with Social and Communication needs.

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs