

JOB DESCRIPTION

1.	Service:	Information Advice and Support Service (Sendiass)
	Location:	<i>Children's Service</i>
	Job Title:	<i>Sendiass Volunteer</i>
	Grade:	
	Post No.:	
	Reports to:	Sendiass Manager

2. **Context and Purpose of the Job:**

To support parents/ carers who have a child with special educational needs and young people with send around education, in accordance with (Sendiass) formally Parent Partnership Policy and the principles of Equal Opportunities.

3. **Accountable for:**

3.1 **Key Accountabilities Specific for this post: -**

- 3.2 Help support parents/ carer and young people (YP) to understand the special educational needs statutory assessment process
- 3.3 Discuss the draft EHCP/ parents/carers/young people and assist with their response
- 3.4 help parents/carers/ young people write views for the EHCP process
- 3.5 inform parents/carers/young people of contacts who could give appropriate support, advice or information – for example a voluntary organisation
- 3.6 listen to parents/carers/yp and encourage them to be confident in expressing their views
- 3.7 help to write in house publications
- 3.8 attend school visits to look around the school with parents on request
- 3.9 accompany a member of the Sendiass team to drop-in sessions, surgeries, or home visits as appropriate.
- 3.10 to receive details of referrals in a confidential manner and to contact clients within 5 days.

Case Management: None

Record Keeping: Volunteers must keep a detailed log of all work undertaken with or on behalf of parents/carers/yp in accordance with guidelines provided. This must be transferred onto the Sendiass database Cross data as soon as possible.

Information Financial and Asset Responsibilities: None

Staff Responsibilities: None

3.4 Professional Responsibility: None

Other

4. **Promotion of Corporate Values**

5. **Flexibility**

6. **The Council's Commitment to Equality**

PERSON SPECIFICATION

Service:	Sendiass- (formally Parent Partnership Service)
Location:	Children's Service
Job Title:	Sendiass – formally Parent Partnership Volunteer
Grade:	
Post No.:	
Reports to:	Sendiass Manager

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
Experience relevant To post	D		A/I
Competencies and Special aptitudes	E E E	strong verbal communication skills the ability to listen effective writing skills	A/I

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
	E	trustworthy and reliable	A/I
	E	the ability to be objective, rational and have a balanced view on issues	A/I
	E	easily contactable, with enough free time to devote to the work	A/I
	E	the ability to see things through	A/I
	E	the ability to recognise any potential conflict of interest to recognise the limitations of post	A/I
	E	In a situation of conflict refer to Sendiass Manager	A/I
Knowledge relevant to job			
Education Basic secondary Further education			
Training e.g. Supervisory Management First Aid Counselling			

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
Special job requirements	<p>D</p> <p>D</p>	<p>Willingness to undertake evening work</p> <p>Car owner</p>	
Commitment to council's Aims and Values e.g., Equal Opportunities			
	Key: E = Essential D = Desirable		Key: A = Application Form I = Interview T = Test