

CESHIRE WEST AND CHESTER COUNCIL

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Standard/Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Education Transition Worker

REFERENCE: AAAG6723

GRADE: 7

RESPONSIBLE TO: Assistant Headteacher/SENDCo

JOB PURPOSE

To undertake and manage a full range of casework related to the education of in patients at Ancora House School (Hospital Site). To ensure statutory functions and support to young people, their families and home and partner schools are fulfilled in accordance with legislation and agreed Council policies and procedures. Provide an effective contribution to the co-ordinated working of the Ancora House multi-disciplinary team and to ensure vulnerable young people, especially those with complex mental health problems gain access to appropriate education.

PRINCIPAL RESPONSIBILITIES

- 1 Act as a link worker to a number of young people and their families, working in partnership with them and any other relevant persons to facilitate provision to meet their educational needs.
- 2 To contribute to the work of professionals on the team, devising, implementing and reviewing individual support plans so that young people access education appropriately.
- 3 Working with other team members, to maintain effective record systems to contribute to the preparation of necessary reports to record evidence of outcomes for the pupil .

- 4 Alongside other staff, to liaise and communicate with other agencies, parents/carers and professional staff so that appropriate resources may be identified and mobilized for the benefit of young people and their families. Work with other staff to ensure that the impact of a young person's complex mental health problems on their education is minimized and that they return to school as soon as possible
- 5 Be aware of and comply with the statutory requirements, departmental policies, equal opportunities and other regulations and procedures in order to ensure statutory and Departmental requirements are met.
- 6 Supervise reintegration visits into school/college or work placements as part of a co-ordinated plan.
- 7 Follow guidelines on good communication within the team and with relevant external and internal people to ensure positive outcomes for young people.
- 8 To contribute to the evaluation of the provision of services and contribute to the policy / planning processes within the team, involving service users and potential users to ensure the continuing relevance to the service specification.
- 9 Be aware of the health and safety and child protection procedures and take action in accordance with the Cheshire West and Cheshire Policies as appropriate including referring immediately issues to the line manager.

NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire West and Chester County.