

Job Profile Information: [*Senior School Inclusion Adviser – 1 year contract*]

This supplementary information for [*Senior School Inclusion Adviser – 1 year contract*] is for guidance and must be used in conjunction with the Job Capsule for Job Zone 2. Level 3 Camden Way Category

Role Purpose:

To provide a service to children and young people, and their families, who are at risk of social and educational exclusion. To pursue the local authority's policies that seek to reduce the number of school exclusions, to address some of the negative factors impacting on families affected by exclusions. To support schools during the process of school exclusion. To act as a senior practitioner within the School Inclusion Team.

Example outcomes or objectives that this role will deliver:

Negotiating and establishing effective and highly responsive working relationships with schools and families affected by exclusion. In particular, to ensure that children with complex needs have access to full-time education.

Operating a monitoring and intervention system that draws on daily information received about exclusions from schools and to use this information to produce reports.

Collaborative work with agencies in Camden in the context of the Camden Early Help offer that addresses the best interests of the child and family.

Delivering a clear, accurate and effective advice and support service clearly focussed on the needs of children excluded from school.

Delivering brief solution-focussed casework with families to identify and pursue specific targets that support access to education.

Representing the Director of Education at school governors' disciplinary committee meetings.

Working proactively with schools to find preventative strategies that will reduce the need for exclusions.

People Management Responsibilities:

There will be no supervision responsibilities.

Relationships;

The post is within the School Inclusion Team, which is in the Education (Achievement and Aspiration) Directorate. The post carries a large amount of autonomy to work closely and creatively with schools and families to identify strategies and solutions that are in the best interests of the child.

There is a lot of scope for innovatory thinking with areas of confusion or doubt discussed with the line manager. School Inclusion Team members manage their own time and priorities on a daily basis, but are required to keep their on-line diary accurate and up to date.

Work Environment:

The Senior School Inclusion Adviser works as a member of the School Inclusion Team, which seeks to secure improved access to education for vulnerable children, including school excludees, children not on a school roll, homeless families, asylum seekers, Travellers, children with medical needs and school age parents. There is a significant amount of outreach work, necessitating home and school visits. The team works closely with colleagues in the Camden Centre for Learning and Robson House PRUs. The main office is at 5 Pancras Square (5PS). 5PS hosts an agile working environment where there are no allocated desks and minimal use of paper-based systems. All SIT members are equipped with a smart phone and laptop that support all aspects of the work, wherever situated.

Technical Knowledge and Experience:

Training and qualifications is required to a professional standard in at least one of the following areas: social work, multi-agency work, youth work and work with vulnerable families in education. The post-holder will have an awareness and understanding of the statutory framework within which we operate and some knowledge of relevant legislation and guidance in relation to education and safeguarding.

The post-holder will have at least two years' work within the field of social inclusion working with vulnerable and marginalised groups. The post-holder will also have worked with or within an education setting.

Some specific skills and proven abilities are listed below

- Able to engage vulnerable families and young people and to work sensitively and constructively with them to maximise access to education provision and support services
- Able to create positive relationships with head teachers and senior school staff
- Able to work effectively in a team and contribute to the Team Around the Child
- Able to collect, maintain, analyse and present data
- Able to carry out focussed casework and assessment with families and to keep an accurate record of this work
- Able to communicate effectively to a variety of audiences in a variety of settings
- Excellent personal organisation and time management skills that support a proactive approach to the work

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

Chart Structure

