



JOB DESCRIPTION	
Job Title	Learning Adviser – ALN
Portfolio	Education & Youth
Reports to	Senior Learning Adviser - ALN
Location	Ty Dewi Sant, Ewloe
Job Reference/ID Number	
Job Purpose	
<ol style="list-style-type: none">1. To implement the statutory procedures and other duties in relation to the current and any future statutory regulations and Code in conjunction with the Local Authority principles, values and beliefs for children/young people with Special Educational Needs (SEN) and Additional Learning Needs (ALN)2. To contribute to the meeting of local authority targets regarding SEN/ALN and to make an effective contribution to other local authority targets including raising the achievement of pupils identified with SEN/ALN, reducing out of county provision and reduction of exclusions.	

Principal Accountabilities
<p>This post concentrates on identifying, assessing and monitoring provision for learners with SEN/ALN within a defined cluster/area of need.</p> <ol style="list-style-type: none">1. To contribute towards implementing robust processes to ensure compliance with statutory timescales in relation to statutory assessment and annual reviews of Statements/Individual Development Plans (IDPs), liaising with professionals to ensure advice is provided and received appropriately and in a timely way.2. To attend the LA Moderation Panels, ensuring that decisions are consistent and holistic in approach, are evidence based taking into account the views of all, particularly the child, are recorded and represent efficient use of the LA's resources.3. To provide advice and training on issues related to efficient and effective inclusive education provision for pupils with SEN/ALN.4. Advise schools in setting up systems for early identification of pupils with SEN/ALN and on making effective provision having regard to the relevant Education Acts and any current SEN/ALN Code.5. Advise schools in setting up systems for planning, monitoring and evaluating their provision for pupils with SEN/ALN.6. To manage a caseload of children and young people with a range of SEN/ALN and monitor the provision within schools across a consortium area, ensuring children and young people are appropriately placed upon the Graduated Response, receive appropriate interventions

and that delegated funding is being used effectively to support SEN/ALN and, where appropriate, challenge and intervene to bring about improvement in these areas.

7. Monitor and review statements of SEN/Individual Development Plans, attending review meetings where appropriate and ensure that appropriate provision, including curriculum differentiation and teaching and learning is being made in meeting pupils special educational needs and the requirements of their statements
8. To represent the authority at the Education Tribunal for Wales, ensuring the case papers are generated and submitted accordingly, working in collaboration with other agencies where necessary.
9. Contribute to and develop training and guidance to support schools in raising pupil attainment and reducing exclusions.
10. Work in close partnership with parents and schools, advising on appropriate pathways to other agencies, services (including mediation) and voluntary organisations.
11. Contribute to development and implementation of an integrated holistic multiagency approach to service delivery, through regular engagement with professionals and agencies, including SNAP Cymru and attendance at strategic meetings.
12. To represent Education at the Joint Commissioning Panel, where a multi-disciplinary team meeting has identified the need for an out of county placement, ensuring adherence to the pre and post panel procedures.
13. To take an active role in response to the WG national ALN reforms, ensuring the LA, educational establishments and parents/carers are best placed to respond to the changes efficiently and effectively.
14. To oversee the provision within identified specialist Resourced schools in terms of models of delivery, working in collaboration with other specialist officers, e.g. Education Psychologists.

Other duties:

- To maintain information on children and young people with Statements/Individual Development Plans and Service Level Agreements, and contribute towards the use of this to support data analysis of their needs profiles and outcomes in relation to the impact of provision to inform strategic direction.
- Contribute to an annual Council / Portfolio improvement plan and self-evaluation, reporting specifically on performance targets and measures related to this post.
- To support the preparation, drafting and development of service documentation and letters alongside the Statutory Assessment Caseworkers.
- To support effective financial monitoring through regular engagement with finance officers.

- To respond to parental queries and complaints, and where required, questions raised by Council members, MPs, WG and Freedom of Information requests.
- To undertake other duties allocated by the Chief Officer – Education & Youth or his/her representative provided these do not substantially alter the nature of the post or unreasonably extend its range of duties.

Supervision/Management of People

Not applicable

Employment Checks/Specific Requirement i.e. DBS

Enhanced DBS

Special Working Conditions

This role requires the postholder to travel independently between venues on a daily basis

Person Specification

The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.

The postholder will:

Academic/ Professional Qualification	Essential / Desirable	How this will be assessed?
<ul style="list-style-type: none"> • be a fully qualified teacher with significant and successful experience in working within the field of SEN/ALN in a school 	Essential	Application/Interview
Knowledge and Experience		
<ul style="list-style-type: none"> • be very familiar with the SEN Code of Practice for Wales, ALNET Act 2018 and other relevant legislation and guidance from the Welsh Assembly Government 	Essential	Application/Interview
<ul style="list-style-type: none"> • have experience of teaching in Foundation Phase and Key Stage 2 	Desirable	Application/Interview
<ul style="list-style-type: none"> • have experience of teaching children with social communication difficulties 	Desirable	Application/Interview
<ul style="list-style-type: none"> • relate well to children and young people and their parents and carers 	Essential	Application/Interview

<ul style="list-style-type: none"> • be able to work cooperatively with teachers, support staff and representatives of other agencies with a view to maximising their joint impact on improving the educational experiences and outcomes for the children and young people concerned 	Essential	Application/Interview
<ul style="list-style-type: none"> • have experience of supporting school improvement relating to SEN / inclusion 	Essential	Application/Interview
<ul style="list-style-type: none"> • have experience of person-centred practice 	Essential	Application/Interview
<ul style="list-style-type: none"> • be able to plan, deliver and evaluate appropriate training 	Essential	Application/Interview
Skills		
<ul style="list-style-type: none"> • have well developed communication and presentational skills, both oral and written 	Essential	Application/Interview
<ul style="list-style-type: none"> • be able to think strategically and analytically, having a good understanding of data and its use in improving outcomes 		Application/Interview
<ul style="list-style-type: none"> • be expected to act on his or her own initiative without close supervision and be able to adapt to meet diverse workloads, schedules and deadlines in a calm and assured manner, whilst being committed to providing an efficient Customer Care Service for all service users 	Essential	Application/Interview
<ul style="list-style-type: none"> • have the ability to speak Welsh 	Desirable	Application/Interview
Flintshire County Council Core Behavioral Competencies	Essential	How this will be assessed?
Customer First: Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation.	Essential	Application/Interview
Working Smarter: Being clear about what you are expected to deliver in your job and have the skills, motivation, enthusiasm and commitment to work effectively.	Essential	Application/Interview
Working Together/Partnership: Building and maintaining positive relationships in order to deliver better services for our customers and employees.	Essential	Application/Interview
Communication: Ensuring we understand each other, respect each other express and share ideas and information clearly.	Essential	Application/Interview
Change:	Essential	Application/Interview

Adapting to change and introducing better ways of doing things, through generating ideas and seeking out the best way to deliver our service.		
Leading and Managing: Leads and motivates self and others to continually improve performance	Essential	Application/Interview