

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: Deputy Headteacher/SENDCo

JOB PURPOSE

To undertake and manage a full range of casework related to the education of young people at Ancora House School (Hospital Site) who are engaging in a day provision under the Cheshire Eating Disorder Service (CHEDS). The Transition Worker will support young people, their families, home schools and colleges around transition plans.

PRINCIPAL RESPONSIBILITIES

- 1 Act as a link worker for young people and their families, working in partnership with them and any other relevant persons to facilitate provision to meet their educational needs whilst participating in the day hospital programme.
- 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 young person.
- 4 Manage the administration of young people transitioning into the education programme and returning to their home schools. Upon referral and throughout admissions be responsible for liaising with home schools/colleges regarding academic work and the young person's studies and gathering information to support the transition plans.
- 5 Work with young people on a 1:1 basis and in small groups as needed.
- 6 Alongside other staff, liaise and communicate with other agencies, parents/carers and professional staff so that appropriate resources may be identified and mobilised 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 minimised in order that they are ready to return school. Thorough information sharing ensure destination settings feel confident and skilled to support the sustained transition and reintegration of young people following the completion of the day hospital programme.
- 7 Be aware of and comply with school policies and current safeguarding guidance and be prepared to undertake level 3 safeguarding training.
- 8 Communicate effectively and collaborate closely with the clinical colleagues and the education team to ensure positive outcomes for young people, identifying any barriers so they are addressed in a timely way to support the young person in continuing with their education.
- 9 To contribute to the development of internal planning and evaluation procedures.
- 10 Be required to participate in multi-professional meetings periodically

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 issues immediately to the line manager.

ADDITIONAL RESPONSIBILITIES:

Occasionally supervise, accompany and transport young people on transition visits into school/college or work placements as part of a co-ordinated plan.

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.