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# SEND Preparation for Adulthood (PfA) Coordinator (18 month Fixed Term Contract)

## Job Description

**Position Pay Level:** 6

**Position Pay SCP:** 24-29

**Salary:** £37,711 to £42,307 incSElusive of Local Weighting Allowance

**DBS requirement:** Enhanced

**Reports to:** Post-16 Specialist Teacher

**Number of reports:** 1

**Financial Responsibilities:** No

### Main purpose of Job:

To support children and young people with Special Educational Needs and Disabilities (SEND), aged 14-25, in preparing for adulthood by promoting positive outcomes in education, employment, independent living, community participation, health, and wellbeing. The postholder will work collaboratively with young people, families, schools, colleges, social care, health services, and employers to ensure that Preparing for Adulthood outcomes are embedded within Education, Health and Care Plans (EHCPs) and transition planning.

### Main Accountabilities:

**General Responsibilities:**

- Safeguard and promote the welfare of children, young people, and vulnerable adults.
- Comply with all relevant legislation, policies, and procedures, including SEND, Equalities, Data Protection, and Health and Safety requirements.
- Participate in supervision, training, and professional development activities.
- Promote equality, diversity, and inclusion in all aspects of service delivery.

**Specific Responsibilities:**

**Preparation for Adulthood Planning**

- Support the development and delivery of Preparing for Adulthood pathways for young people with SEND.
- Ensure that EHCP annual reviews from Year 9 onwards have a strong focus on Preparing for Adulthood outcomes.
- Work directly with young people to identify aspirations, strengths, interests, and future goals.
- Support person-centred planning approaches that place the young person's voice at the heart of decision-making.

**Transition Support**

- Facilitate smooth transitions between education settings and into adulthood.
- Support young people moving from school to college, training, employment, supported internships, apprenticeships, or adult services.

- Work with families to help them understand available post-16 and post-18 opportunities.

**Employment and Skills Development**
- Promote employment as a realistic and achievable outcome for young people with SEND.
- Develop links with employers, supported employment providers, colleges, and training organisations.
- Support access to work experience, volunteering opportunities, internships, and employment pathways.
- Encourage the development of employability and life skills.

**Independent Living**
- Assist young people to develop independence skills, including travel training, money management, decision-making, and self-advocacy.
- Signpost young people and families to housing, benefits, and community support services where appropriate.
- Promote opportunities that enhance independence and personal resilience.

**Community Inclusion**
- Increase participation in community activities, leisure opportunities, and social networks.
- Support young people to access local services and build meaningful relationships.
- Promote inclusion and reduce barriers to participation.

**Partnership Working**
- Work collaboratively with schools, colleges, health professionals, social workers, careers advisers, and voluntary sector organisations.
- Develop positive relationships with parents and carers.
- Ensure effective information sharing and coordinated support across agencies.

**Monitoring and Reporting**
- Maintain accurate records and case notes.
- Monitor progress against Preparing for Adulthood outcomes.
- Produce reports and updates for managers and strategic boards as required.
- Contribute to service development and continuous improvement.

# Person Specification: SEND Preperation for Adulthood Coordinator

| Area | Description | Essential / Desirable | Method: Application (A) / Interview (I) / Test (T) |
|---|---|---|---|
| Experience | Experience of working with children or young people with SEND. | Essential | A, I |
| | Experience of multi-agency working. | Essential | A, I |
| | Experience of supporting transitions and person-centred planning. | Essential | A, I |
| | Experience of engaging effectively with families and professionals. | Essential | A, I |
| | Experience of supported employment or careers guidance. | Desirable | A, I |
| Skills and Abilities | Excellent communication and interpersonal skills. | Essential | A, I |

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|---|---|---|---|
| | Ability to build positive relationships with young people and families. | Essential | A, I |
| | Strong organisational and case management skills. | Essential | A, I |
| | Ability to facilitate meetings and workshops. | Essential | A, I |
| | Competent ICT skills and record keeping. | Essential | A, I |
| | Ability to work independently and as part of a team. | Essential | I |
| Knowledge and Understanding | Understanding of SEND legislation and the SEND Code of Practice. | Essential | A, I |
| | Knowledge of Education, Health and Care Plans (EHCPs) and annual review processes. | Essential | A, I |
| | Understanding of the Preparing for Adulthood agenda and outcomes framework. | Essential | A, I |
| | Knowledge of post-16 education, employment, training and support opportunities. | Essential | A, I |
| | Understanding of Adult Social Care pathways. | Desirable | A, I |
| | Knowledge of local SEND services and community resources. | Desirable | A, I |
| Qualifications | Educated to Level 3 or above in Education, Youth Work, Social Care, Careers Guidance, Health, SEND, or a related field. | Essential | A |
| | Evidence of continuing professional development. | Essential | A |
| | Full UK driving licence and access to a vehicle. | Desirable | A |