

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Autism Assessment Coordinator	Grade: S01
Section: Special Educational Needs	Directorate: Children's Services
Responsible to: Head of Advisory Service for Autism	Responsible for: N/A
Post Number/s: RWAAS08	Date: September 2019

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This is a role working specifically for Wandsworth Children's services although the post holder will be employed under the terms and conditions of the Shared Service Agreement or teacher terms and conditions (dependent on background).

The overall purpose of the post is to provide the highest quality support to children and families undergoing a multi-disciplinary assessment.

In order to succeed in this post, a high level of knowledge, skill and experience in supporting children and families is required, along with the ability to work collaboratively in a multi professional team.

Job purpose

This is a part time position 3 days/ week or equivalent. To support the multi-disciplinary assessment process for children with social communication difficulties under the age of 8 years in accordance with local procedures and policies and as part of a multi-disciplinary team.

To act as a single point of contact for parents going through the assessment process, to support them with the completion of questionnaires. To attend specialist triage meetings and some multi-disciplinary assessments.

Main Duties and Responsibilities

1. To plan and prioritise the allocation of referrals to the specialist triage in liaison with the multi professional triage team and the Early Help team.

2. To ensure that all the relevant information is present for discussion at the specialist triage.
3. Attendance at specialist triage meetings to record decisions taken and follow up appropriate actions.
4. To ensure all preparation work has been done to enable multi- disciplinary assessments to take place.
5. To organise and coordinate the assessment processes and all related meetings, liaising with health professionals, settings and schools.
6. To act as a single point of contact to parents or carers and if appropriate the child or young person being assessed, working in partnership with parents, co-ordinating their child's assessment, working as part of the multi-disciplinary team and liaising with outside agencies as appropriate.
7. keep parents or carers and, if appropriate, the child or young person, up-to-date about the likely time and sequence of assessments
8. To administer specialist questionnaires to accurately record the developmental profile of each child and share this information with parents/carers and other professionals as appropriate.
9. To liaise closely with workers in settings, including schools, where the child is currently attending to gather information on the child's strengths and needs and complete specialist questionnaires.
10. To effectively record all contact with parents and professionals.
11. To provide a variety of written reports as required.
12. To encourage parental engagement in locality services and work in partnership with parent/carers at all times.
13. To attend and participate in relevant multi-disciplinary assessments providing feedback and taking notes where required.
14. Arrange for the sharing of information after the assessment with all relevant agencies.
15. To signpost parents to support and training post diagnosis.

Generic Duties and Responsibilities

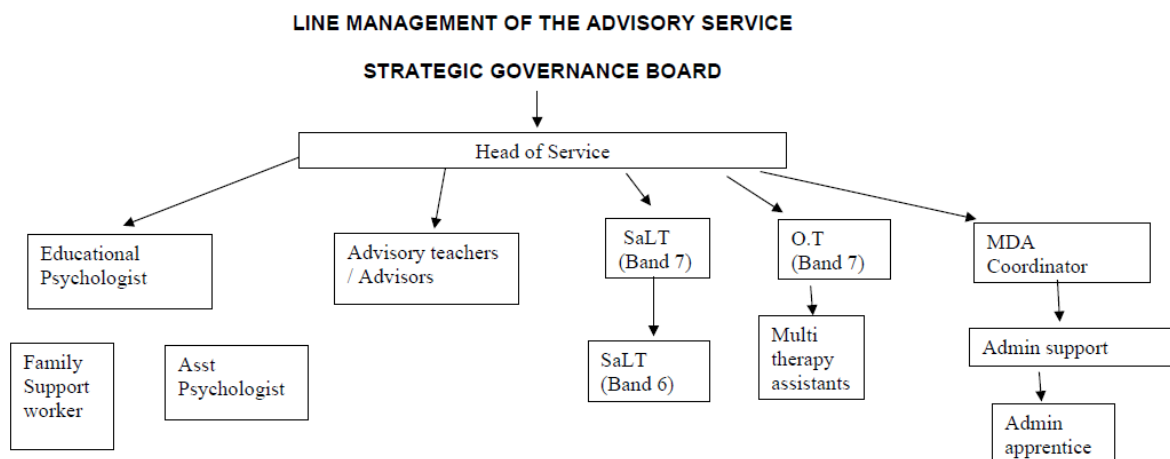
- To contribute to the continuous improvement of the Wandsworth's Childrens Services.

- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand the Council's duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

N/A

Current Team Structure



Person Specification

Job Title: Autism Assessment Coordinator	Grade: SO1
Section: Special Educational Needs	Directorate: Children's Services
Responsible to: Head of Advisory Service for Autism	Responsible for: N/A
Post Number/s: RWAAS08	Last Review Date: September 2019

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
1. Knowledge of the Autism assessment process.		I/A
2. Understanding of the challenges faced by young people with Autism spectrum disorder and social communication disorder and their families.		I/A
3. Knowledge of current legislation related to special educational needs and inclusion.		I/A
4. Knowledge of the UK education system.		T/I/A
Experience		
5. Experience of direct work supporting families to complete basic assessments identifying strengths and needs of the child.		I/A

6. Experience in coordinating and planning meetings/events ensuring that all the relevant information is supplied.	I/A
7. Experience in liaising with a range of professionals/ agencies to compile information.	I/A
Skills	
8. Good organisational skills and the ability to multi task	T
9. Effective communication skills, both verbal and written for report writing	T
10. Able to build and establish positive relationships with families	I/A
11. Ability to identify and clarify priorities, including the planning and delivery of own workload so it is managed when under pressure and deadlines are met.	T
Qualifications and training	
12. Numeracy and literacy to Level 2	A
13. Recent and relevant training in understanding autism	A
14. Training in assessing and supporting families desirable	A

A – Application form / CV

I – Interview

T – Test

C - Certificate