

# Job description

<b>Job title:</b>	Advisor – Physical and Medical Needs
<b>Grade:</b>	Grade 9
<b>Job evaluation reference:</b>	EY608
<b>Job family:</b>	Education & Youth

## Purpose and impact

1. To provide specialist advice and guidance about supporting children and young people with physical and medical needs in schools and other educational settings, so that they:
  - get the right support at the right time
  - are fully included in education
  - enjoy the same opportunities as their peers
  - can achieve their potential
2. To act as a source of professional expertise on moving and handling of children and young people with physical disabilities in educational settings by:
  - delivering training to schools and settings
  - providing specialist advice to schools and settings
  - working in liaison with other professionals, such as occupational therapists and physiotherapists

## Key responsibilities

3. Manage a case load of children and young people with physical and medical needs (aged 0 – 25) in line with Section 100 of the Children and Families Act 2014 and the disability provisions set out in the Equality Act 2010.
4. Develop and maintain an in-depth knowledge of the relevant legislation and Dorset Council guidance on managing physical and medical needs in an educational setting and be able to apply this to individual circumstances.
5. Provide accurate and timely advice to educational settings, parents and carers, and other professionals on supporting children and young people with physical and medical needs in an educational setting.
6. Promote high aspirations for children and young people with physical and medical needs; supporting them to achieve their ambitions and preparing them effectively for adulthood, in line with the Special Educational Needs and Disability Code of Practice: 0 – 25 years.
7. Attend Team Around the Child (TAC) meetings, educational site visits and school transfer planning meetings and provide relevant guidance on how to support individual children or young people. This could include discussing appropriate support plans, risk assessments, staff training, specialist equipment and accessibility adaptations.
8. Co-ordinate requests for additional, short-term funding on medical grounds and discuss where necessary with the Designated Clinical Officer (DCO).



9. Provide challenge and guidance to schools and settings where physical and medical needs are not being managed in line with relevant legislation and advice.
10. Act as a source of expertise on matters relating to the moving and handling of children and young people with physical disabilities in educational settings, in line with the Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992.
11. Prepare and update guidance for educational settings on safer moving and handling of children and young people with physical disabilities.
12. Develop, plan and deliver moving and handling training to schools and other educational settings, in relation to children and young people with physical disabilities.
13. Provide guidance to educational settings on completing moving and handling risk assessments and care plans, to ensure that both the child or young person, and the staff supporting them are safe during these tasks.
14. Undertake research and provide technical guidance on the provision of auxiliary aids (including moving and handling aids) to support children and young people with physical disabilities.
15. Inspect council purchased specialist equipment to ensure suitability for use and lead on arranging servicing/maintenance of this equipment.
16. Liaise with colleagues across Children's Services and within NHS Children's Therapy Services about any children who may require adaptations or specialist equipment as they move to their next school or setting. Monitor these children and young people to ensure that any adaptations or specialist equipment are provided in good time.
17. Work with the Senior Advisor to prepare and chair the Access Meeting; liaising with colleagues across Children's Services and NHS Children's Therapy Services about children and young people due to transfer school or settings and the actions that may be required to support this process.
18. Record all casework on the relevant database(s).
19. Maintain a strategic understanding of the Physical and Medical Needs Service and be actively involved in developing guidance, policies and systems to support children and young people with physical and medical needs.
20. Work to agreed targets and standards and prioritise workloads.
21. Responsibility for promoting and safeguarding welfare of children and young people.
22. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.



**Supervision and management**

Reporting to: Senior Advisor – Physical and Medical Needs

Responsibility for: No supervisory or line management responsibility

**Other factors**

23. The nature of the work very often relates to highly sensitive and emotional issues concerning children and young people. This can result in some difficult telephone calls and meetings – the post holder is required to communicate effectively and to continue to provide good customer service in these circumstances.
24. The workload of the post will vary and at certain times of the year can be very busy with conflicting priorities and a need to work to tight deadlines.
25. Work involves significant keyboard/computer and telephone work.
26. Contacts with a wide range of professionals and agencies, as well as children/young people and their families.
27. This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the council) to be available on most working days to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.
28. To audit, manage and oversee the storage of equipment used for moving and handling training purposes.
29. There is a requirement to attend training to obtain a Children/People Handling and Risk Assessment Key Trainer Certificate. This training typically needs to be updated every 2 years and takes place over several days in other areas of the country, usually requiring overnight stays.

**Our values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



**Dorset**  
Council



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. Educated to GCSE standard (or equivalent) with A – C grades (or equivalent) in English and Maths	Application form
2. Good standard of written literacy skills and numeracy	Application form
3. A professional qualification relating to the post, such as a Children Handling and Risk Assessment Key Trainer's Certificate – or willingness to complete this	Application form
<b>Experience</b>	
4. Experience of working within an advisory role and applying local policy to individual circumstances, preferably in an education related area	Application form
5. Experience of providing moving and handling training to staff working with children and young people with physical disabilities	Application form
6. Experience of writing risk assessments, preferably in relation to moving and handling	Application form
7. Experience of working alongside a range of professionals in Health, Social Care and Education	Application form
8. A background of using Microsoft Office packages, particularly Microsoft Word and Excel	Application form
9. Resilience, and the ability to work under pressure	Application form
<b>Knowledge</b>	
10. A good knowledge of risk management and safer moving and handling practice in relation to children and young people with physical disabilities	Application form Interview Assessment
11. Knowledge of the requirements for safeguarding children and young people	Application form Interview Assessment
12. Postholder must have (or could develop) the necessary in-depth knowledge and understanding of relevant legislation to undertake role	Application form Interview Assessment
<b>Skills and abilities</b>	
13. The ability to interpret and apply legislation and organisational policy/ procedure	Interview Assessment
14. The ability to plan and prioritise work, make decisions and solve problems	Interview Assessment
15. Well organised with the ability to work independently, to own initiative and without close supervision	Interview Assessment
16. Good negotiating skills, diplomacy and the ability to build effective working relationships with a range of people	Interview Assessment



17. Excellent communication and interpersonal skills	Interview Assessment
18. Ability to organise work appropriately, prioritise a large workload and present information in a timely manner	Interview Assessment
19. Good presentation skills	Interview Assessment
20. The ability to maintain confidentiality	Interview Assessment
<b>Our values</b>	
21. Respect	Interview Assessment
22. Together	Interview Assessment
23. Accountability	Interview Assessment
24. Openness	Interview Assessment
25. Curiosity	Interview Assessment
<b>Other</b>	
26. Post holder must engage in continuous developmental activities, thus responding to changes in legislation, guidance and case law	Application form
27. An Enhanced Children's DBS check will be required	Application form
28. Ability to fulfil the travel requirements of the post	Application form

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
29. Evidence of continuing professional development and/or qualifications linked to the role, for example, in Health and Safety and/or Manual Handling	Application form
<b>Experience</b>	
30. Experience of working in a school or educational setting, or working with families or vulnerable members of the community	Application form
31. Experience in managing challenging situations	Application form
32. Experience of delivering training to groups of people	Application form
33. Use of a dedicated database	Application form
<b>Knowledge</b>	
34. An understanding of the Equality Act 2010 in relation to disability discrimination and the requirements of the reasonable adjustments duty	Application form Interview Assessment
35. An awareness of the health and safety within schools and educational settings	Application form Interview Assessment
36. Knowledge of specialist equipment suppliers and maintenance requirements	Application form Interview Assessment





## Approval

Manager's job title: Senior Advisor – Physical and Medical Needs  
Date: February 2025

