

Job description

Job title:	Post 16 and Preparing for Adulthood (PFA) Advisor - Experts at Hand team		
Directorate:	People	Salary:	£45,723 – £51,357 per year Plus £970 Soulbury London Weighting
Section:	Education and Learning	Grade:	Soulbury Education Improvement Scale, SCP 3 – 7
Location:	Time Square/Child Development Centre	Work style:	Hybrid

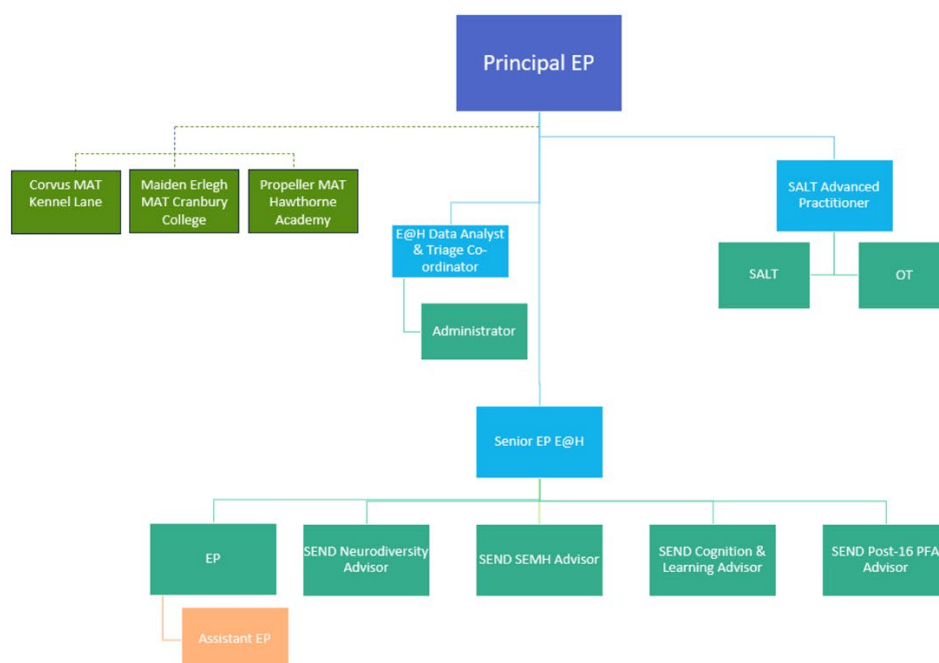
Key objectives of the role

- **Build post-16 SEND and PfA practice capacity through Experts at Hand:** Work as an Experts at Hand specialist to support Bracknell Forest's SEND reform and 0–25 system development. Deploy directly into schools, colleges, Independent Training Providers and other post-16 settings to strengthen local capacity, support inclusive post-16 practice, and equip staff with effective SEND and Preparing for Adulthood approaches.
- **Strengthen transition planning and preparation for adulthood:** Support education settings and partners to improve transition planning for young people with SEND, particularly from Year 9 onwards and at key post-16 transition points. Help staff to develop practical approaches that support education, employment, independence, health, community inclusion and positive adulthood outcomes.
- **Promote inclusive post-16 practice and sustained engagement:** Collaborate with post-16 providers to identify barriers affecting access, retention and progression for young people with SEND. Support settings to develop reasonable adjustments, flexible approaches and inclusive practice that reduce the risk of disengagement, withdrawal from provision or young people becoming NEET.
- **Provide mentoring, coaching and professional reflection:** Design and deliver advice, mentoring and coaching to enable school and post-16 staff to confidently support young people with SEND. This may include support around emotional regulation, executive functioning, communication, confidence-building, mental health and preparation for employment or further learning.
- **Strengthen multi-agency collaboration around post-16 SEND and PfA:** Work collaboratively with health, mental health, social care, education, careers and employment partners to support a joined-up approach to post-16 transition and preparation for adulthood. Provide specialist advisory input into relevant PfA, transition, supported internship and employment pathway work, without holding strategic responsibility for these areas.
- **Facilitate shared learning and consistent practice:** Contribute to training, networks, pilots and provider development activity to promote consistent SEND and Preparing for Adulthood practice across Bracknell Forest. Identify recurring themes

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from advisory work and share learning with the Experts at Hand service and relevant strategic leads to inform wider system improvement.

Designation of post and position within departmental structure



The post holder reports directly to the E@H lead Senior Educational Psychologist. The role operates as a key member of the integrated multi-disciplinary hub team based at the Child Development Centre (CDC), Great Hollands, working closely with Educational Psychologists, health professionals including Speech and Language Therapists and Occupational Therapists, SEND advisors and local specialist school outreach staff.

Daily and monthly responsibilities

- **Triage and advisory support:** Participate in Experts at Hand triage arrangements where requests relate to post-16 transition, SEND inclusion, Preparing for Adulthood, emotional wellbeing or risk of disengagement. Provide specialist advice to identify whether support should be offered through E@H, universal services or existing partner pathways.
- **Provider coaching and capacity building:** Work directly with schools, colleges, Independent Training Providers and other post-16 providers to mentor, coach and upskill staff in inclusive SEND and Preparing for Adulthood practice. This may include advice on reasonable adjustments, emotional regulation, executive functioning, communication, independence, confidence-building and evidence-informed approaches to support sustained engagement.
- **Transition and Preparing for Adulthood practice:** Support settings and partners to strengthen transition planning for young people with SEND, particularly from Year 9 onwards and at key post-16 transition points. Provide specialist input around enhanced transition, learner profiles, handover

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information, first-term support, realistic pathway planning, employment readiness, health, independence and community inclusion.

- **Multi-agency collaboration:** Work closely with education, health, mental health, social care, careers, employment and voluntary sector partners to support a joined-up approach for young people with SEND. Provide specialist advisory input to relevant PfA, transition, supported internship and employment pathway work, while strategic leadership remains with the relevant service leads.
- **System learning and practice improvement:** Identify recurring themes from advisory work with settings and feed these into the Experts at Hand service, SEND reform work and relevant strategic leads. Contribute to training, briefings, provider networks and practice resources where these support improved SEND, PfA and post-16 transition practice.

Scope of role

The post will report to the Senior Educational Psychologist.

The post has no budget or line management responsibilities.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person specification

Key criteria	Essential	Desirable
Skills and qualifications	Recognised professional qualification in education, psychology, or a dedicated qualification in the field relevant to this role. In-depth understanding of the local graduated approach and national SEND legislation.	Extensive experience working in the Post 16 sector.
Competence summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. Extensive experience supporting children and young people or individuals with SEND (0–25). Demonstrated experience in adult coaching, environmental adaptation, and inclusive practice development. Knowledge of professional and legislative frameworks relevant to SEND. Knowledge of evidence-based neuro-inclusive approaches. Ability to support inclusive practice, and the graduated approach in a range of post 16 settings. Ability to work collaboratively with education settings, families, local authority teams and multi-agency partners. Strong professional judgement, with the ability to work at pace and communicate clearly in writing.	Experience working within or guiding mainstream Specially Resourced Provisions (SRPs) or SEND Bases or units or specialist school outreach systems. Experience working within a multi disciplinary hub or integrated health and education team. Track record of delivering system level pedagogical changes across an education setting. Experience developing localised inclusion standards or education setting wide frameworks.
Work-related Personal Requirements	The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment. Excellent communication and interpersonal skills.	

	Experience with managing resistance in changing post 16 setting cultures.
Other work requirements	A satisfactory enhanced Disclosure and Barring Service check. This post is exempt from the Rehabilitation of Offenders Act 1974. The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time. (Delete if not a customer facing role)
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.