



Graham House
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH

RECRUITMENT PACK

Temporary Advocacy Assistant

POST: (16 hours per week) Twelve Month Temporary Position

SPECIAL EDUCATIONAL NEEDS ADVICE CENTRE (SENAC)

Charity No: XR73658

Dear Applicant,

Thank you for your interest in applying for this vacancy.

Contained in your pack are the following:

- Information about SENAC
- Application Form
- Job Description
- Personnel Specification

Details on completing your application are included within the application form. Please return signed completed application forms as instructed on the application. CVs cannot be accepted.

All information provided on your application will be treated in confidence and in line with relevant legislation and regulations and SENAC's Policies.

Equal Opportunities: As an employer of a small team of employees SENAC is not required under current legislation to include an equal opportunities monitoring form. However SENAC is committed to promoting equality of opportunity and maintains an equal opportunities policy and recruitment and selection policy that is solely based on the ability to meet the requirements of the post irrespective of race, ethnic or national origins, religion, disability, gender, marital or family status, sexuality, age or religious belief or political opinion.

SENAC is opposed to all forms of unlawful and unfair discrimination.

ABOUT SENAC

The Special Educational Needs Advice Centre (SENAC) is a charitable organisation, designed to meet the educational needs of children and young people with special educational needs throughout Northern Ireland.

SENAC has operated as a charity since 2003 and supports hundreds of children each year to access the appropriate education provision, support and interventions for their learning needs.

SENAC provides independent advice and advocacy on the current statutory framework applied by schools and the education authorities to identify, assess and make provision for children with SEN and disabilities.

Our services include a confidential advice line offering direct and immediate advice to parents/carers/professionals and a children's individual advocacy service. The advice service handles over 1000 contacts a year and is provided by SENAC's staff team and volunteer advisors.

SENAC is governed by a volunteer Board of Directors. The members of the Board have a diverse range of skills, background and experience including education, finance, human resources and business management and include parents of children with special educational needs who have used SENAC's services.

The Management Committee have responsibility for the overall governance and management of the organisation, its staff and activities and ensure the organisation meets its statutory obligations both as a charity and a limited company.

Website: www.senac.co.uk

SENAC is a registered charity: XR73658

SENAC is a limited company: NI48698



SPECIAL EDUCATIONAL NEEDS ADVICE CENTRE

**Graham House, Knockbracken Healthcare Park,
Saintfield Rd, Belfast, BT8 8BH.
Tel: 028 9070 5654**

APPLICATION FORM

Please complete this form in black ink or typescript.

**Position applied for: Advocacy Assistant 16hrs per week
(12 month temporary contract)**

Location of post: SENAC's Office at address above

Working Hours per week: 16 hours

**Completed signed application forms must arrive no later than 5pm on Monday
25th February 2013**

PLEASE NOTE: FAXED OR E-MAILED FORMS WILL NOT BE ACCEPTED

If continuation sheets are used please ensure that you write your name on any sheet and provide a reference to the section of the form that the sheet relates to. Please attach any continuation sheet(s) securely to your form.

Post : Advocacy Assistant

Closing Date: 25-02-13

PERSONAL PARTICULARS

Surname _____ **Forenames** _____

Home Address _____

Postcode _____

Home Telephone No. _____

Daytime Telephone No. _____

E-mail _____

Address for correspondence if different:

Postcode _____

Please Note:

Candidates should complete their application form fully but concisely. All qualifications should be clearly listed showing examination title, and the grade obtained

Your application will be assessed for short-listing solely on the basis of information provided by you on the application form. Members of the selection panel are not permitted to make assumptions about you or take account of any personal knowledge they may have about your qualifications/experience.

EDUCATION AND TRAINING

SECONDARY EDUCATION

Examining Body/ Qualification	Subject and level (eg. GCSE)	Grade/ Result

FURTHER EDUCATION (FULL-TIME AND PART-TIME)

Qualification Awarded	Subjects/Units	Grade/ Result

PROFESSIONAL QUALIFICATIONS

Title of Qualifications	Date Awarded

OTHER TRAINING/COURSES

Please provide details of any other relevant course/training not identified above:-

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Please note: Should you be successful you will be required to produce official proof of any qualifications/training courses etc upon which you rely on to support your application and to provide evidence of the successful completion of any other training courses referred to.

EMPLOYMENT HISTORY

Please give details of all your work experience. Voluntary experience should also be listed here.

PRESENT EMPLOYMENT/VOLUNTARY POSITION

Name & Address of Employer	Date of Starting	Position held and outline of duties	Salary/ Wages	Reason for leaving

Please state the amount of notice required by your present employer if applicable:

PREVIOUS EMPLOYMENT

Please give details of all previous employment/voluntary undertaken by you.
Start with the most recent position first.

Name and Address of Employer	Employment Dates	Position held and outline of duties	Salary on leaving	Reason for leaving

KNOWLEDGE, EXPERIENCE AND SKILLS

This application form will be used by a selection panel to decide whether or not to shortlist you to the next stage of the recruitment process. You should note that the shortlisting will be carried out using the ‘essential’ criteria set out in the personnel specification. In the event that further shortlisting is necessary eg where there are a high number of applicants for the post then the ‘desirable’ criteria will be applied.

Having read the personnel specification and job description **please DEMONSTRATE that you meet ALL the criteria** that may be applied, giving details of the knowledge, experience and skills you have which are relevant to this post and demonstrate that you can discharge the duties. You should provide specific details and examples as no assumptions will be made from posts you have held and the prior outline of duties that you have the necessary knowledge, experience and skills. Details of any relevant knowledge, experience and skills gained through voluntary work may be included here.

Remember your application will be shortlisted solely on the basis of the information provided by you on this application form and that you have demonstrated on the application that you meet the criteria for this post.

ESSENTIAL CRITERIA

Please demonstrate:

EXPERIENCE: At least 1 year’s experience of providing legal advice and /or representation in an employed or voluntary capacity.

APTITUDE

Excellent communication skills. (written and verbal)

DISPOSITION

Recognizes the importance of confidentiality and discretion

DESIRABLE CRITERIA

A professional qualification as a solicitor /barrister eligible to practice in N. Ireland or experience of legal research/ academic work

Existing knowledge of SEN law and/or experience of the SENDIST Tribunal and/or experience of judicial review.

Have you ever been convicted of a criminal offence?

YES/NO

If so please give full details. You need not include motoring convictions unless your driving licence has a current endorsement as a result and you need not include convictions which are 'spent' under the Rehabilitation of Offenders (NI) Order 1978

ARRANGEMENTS FOR INTERVIEW

Disability is defined as:

'Any physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities and which has lasted or is likely to last more than 12 months'

Having read this definition, do you consider yourself to have a disability? YES/NO

If yes, please advise if you will require any access arrangements if selected for interview:

REFEREES

Please give the names, addresses and occupations of two referees. The referees must not be related to you. One should be your present or most recent employer. Both referees should be able to comment on your ability to carry out the particular tasks of the job.

References will not be sought prior to interview.

1. Name _____ 2. Name _____

Address _____ Address _____

Occupation _____ Occupation _____

Email: _____ Email: _____


The information provided on this application form will be used in the recruitment process and it may form the basis of some personnel records for the successful applicant. Records of the selection process will be kept for a period of time after the recruitment process is completed. By signing this form, you have given permission for this personal information to be stored and processed for the purpose of arriving at a selection decision.

DECLARATION AND SIGNATURE

I certify that the information I have provided is true and accurate to the best of my knowledge and I understand that any false or misleading statements or the withholding of any relevant information may render this application null and void, may provide grounds for the withdrawal of any offer of appointment or if appointed, may lead to disciplinary action and could result in dismissal.

SIGNED _____ **DATE** _____

NAME IN CAPITAL LETTERS _____

	Special Educational Needs Advice Centre Job Description Advocacy Assistant
Company Name	Special Educational Needs Advice Centre
Title	Advocacy Assistant (Temporary 1 Year Contract)
Location	Graham House, Knockbracken Healthcare Park Saintfield Road, Belfast, BT8 8BH
Hour	16 hrs per week
Salary	£24,646 (pro rata) per annum
Reporting to	Legal Advice Worker
Main Function of Job	To provide advocacy services to parents of children with special educational needs in Northern Ireland
Key Tasks and Duties	<ul style="list-style-type: none"> • To provide advice and information to parents of children with special educational needs on Education Law, parent's rights and the duties of schools and the Education and Library Boards under current legislation. • To support parents in meetings and advocate for the child as required. • To advise on SENAC's confidential Advice Line when required. • To read and interpret Statements of Special Educational Needs and professional reports. • To assist parents to make their own contributions and responses to these documents. • To advise on incoming correspondence and draft correspondence for parents in relation to issues arising from their child's special educational needs. . • To assist in the preparation of cases for Tribunal or Court hearings if required. • To provide support to the Advice Line Coordinator as required. • To provide support to the Legal Advice Worker as required, including conducting legal research and assisting with training duties if requested to do so. • To attend staff and committee meetings as required. • To represent SENAC at voluntary sector/external meetings if requested to do so. • To contribute to the overall development of the organisation. • To maintain the confidentiality of SENAC's records in line with procedures.

**SPECIAL EDUCATIONAL NEEDS ADVICE CENTRE
PERSONNEL SPECIFICATION
Advocacy Assistant**

	Essential	Desirable
Qualifications/Attainments	A degree in law (LLB).	A professional qualification as a solicitor /barrister eligible to practice in N. Ireland or experience of legal research/ academic work
Experience	At least 1 year's experience of providing legal advice and /or representation in an employed or voluntary capacity.	Existing knowledge of SEN law and/or experience of the SENDIST Tribunal and/or experience of judicial review.
Aptitude	Excellent communication skills (written and verbal).	
Disposition	Recognizes the importance of confidentiality and discretion.	
Circumstances	Full driving license and access to a car Occasional evening and/or weekend work may be required	