

Job Profile Information: SEND Employment Officer

This job profile is to support your Local Authority when recruiting for a SEND Employment Officer or similar role to support the Internships Work programme.

Role purpose

At the Council we want to make a better borough – a place where everyone has a chance to succeed and where nobody gets left behind. Together, we will create a place that works for everyone, and where everybody has a voice. To achieve this, we need to think differently about everything that we do, design services focusing on citizens and continuously learn and improve.

The Council is embarking on a strategy aimed at developing clear and accessible routes into employment for young people with special educational needs and adults with disabilities. We are currently working to put in place a Special Educational Needs & Disabilities (SEND) supported internship programme. Supported Internships are specifically for young disabled aged 16-24 who have special educational needs and an Education, Health and Care (EHC) plan. We are also identifying disabled residents that currently use both our in-house and voluntary sector day services who could be supported into sustainable employment.

The SEND Employment Officer will be the strategic lead for increasing the number and quality of supported employment opportunities in the area for young people with EHC plans and adults with disabilities. The role will lead on the development, delivery and promotion of supported employment across the area; working in conjunction with young people with EHC plans and adults with disabilities, parents / carers, education institutions, supported employment services, health and social care professionals and businesses /employers.

Example outcomes or objectives that this role will deliver

- An increase in the number of young people with EHC plans and adults with disabilities undertaking supported employment and going into paid employment.
- To contribute to the development of an employment pathway 14-25 and a protocol for supported employment for adults.
- All professionals supporting young people with EHC plans will know about supported internships as a post-16 option and schools will implement employment pathways from year 9 (age 14).
- All professionals working with learning disabled adults will know about supported employment and the local pathway
- Manage all elements of the Council's supported internship programme.
- Development of a strategic plan setting out a year-on-year increase in supported internships linking into a broader supported employment strategy.

- Development of a strategic group responsible for implementing the plan, which includes all supported employment providers.
- Co-ordination of a well-established supported employment forum including supported employment providers, employers, young people and their families.
- Engage with internal and external partners in the delivery of supported employment, including education institutions, health and social care professionals and businesses / employers.
- Raise awareness of supported employment with students and their parents / carers.
- Support residents undertaking supported employment and through regular contact identify and help overcome the barriers that prevent them from finding sustainable work and help develop their confidence and work-based skills.
- Build relationships with employers and new corporate partners who can offer supported employment.
- Support employers to identify and overcome barriers to the recruitment of disabled people.
- Explore opportunities to work with public and voluntary sector organisations who can add value to the supported employment programme of work.
- Co-ordinate an employer contact database in the context of the Council's employer engagement strategy.
- Draft clear and succinct briefing notes and options papers to management teams and other relevant committees.
- Support with the administration of supported employment placements, and with any other tasks as appropriate.

People management responsibilities

- The role will not have direct line management responsibility. It will however need to work closely across a number of teams both internally (including SEN, Social Care, Economic Development and HR) and externally notably with employers, education settings and supported employment providers.
- The role will be expected to embrace the ethos of a flexible team, where resources are used flexibly to deliver agreed priority areas of work.
- The role will contribute towards sharing and developing knowledge across the Council and among partners.

Relationships

- The role will report to the Head of SEND Service
- This post holder will have a strong relationship with the HR and Economic Development teams.
- The role will also work with Directors and Heads of Service within all three directorates.
- Work Environment:
- The role is based at the Civic Centre where all staff work in an agile way in line with the council's move to a paperless and flexible work environment.
- The role will co-locate with different teams within the civic Centre if and when needed.

Technical knowledge & experience

- To be considered for this post, you should possess, and be able to demonstrate, all of the following:
- Good working knowledge of the SEND reforms and particularly the focus on preparation for adulthood including the development of employment pathways for young people with high needs
- Experience of working with young people with SEND and ideally learning-disabled adults.
- Experience of facilitating and supporting participants with complex and / or multiple barriers to success in employment.
- Experience of working with internal and external partners to jointly support participant progression, including businesses / employers, health and social care professionals and public and voluntary sector organisations.
- Strong track record of successfully working to targets.
- A collaborative approach demonstrating mutual trust and support, within the council and with partners.
- Able to focus on internal and external customers, being innovative, creative and open to ideas and challenge, whilst also being committed to individual learning and development.
- Ability to build and maintain effective working relationships at all levels across the organisation in order to influence and get things done.
- Ability to interrogate detail and see how this links to the big picture.
- An ability to use data, evidence and research to inform activity, decision-making and challenge to the status quo as appropriate.
- Excellent verbal and written communication skills.