

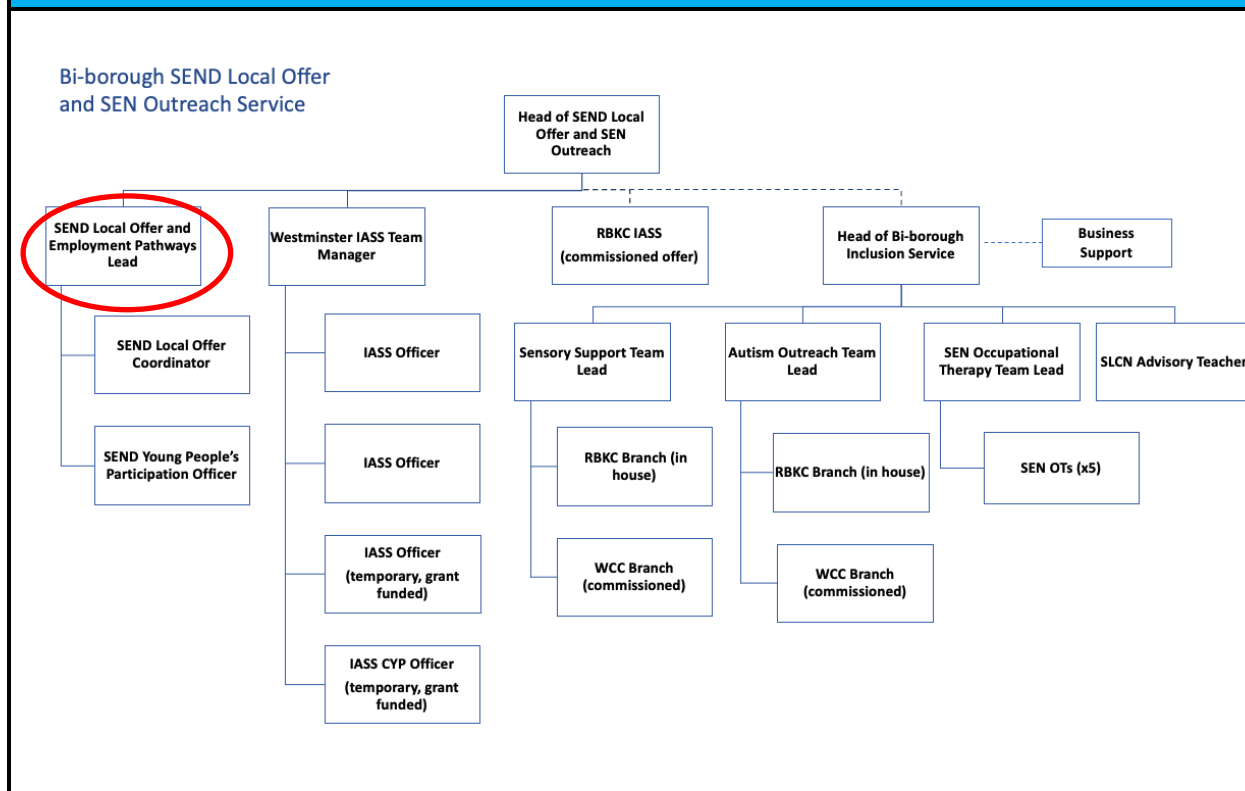
JOB DESCRIPTION

Job Title	SEND Local Offer and Employment Pathways Lead (Maternity Cover)
Position Number(s)	50986510
Department	Children's Services
Section or Service	Special Educational Needs and Educational Psychology
Grade	Grade G.

DESIGNATION:

Responsible to:	Head of SEND Local Offer and SEN Outreach
Employees directly supervised (if applicable):	2

Family Tree



1. JOB PURPOSE:

Main Purpose of the Job

The purpose of the role is to support the work of the Head of SEND Local Offer and SEN Outreach within Children's Services to support the delivery of high performing SEND provision which improves outcomes for children and young people with SEND and their families. The role will support key professionals, parent/carers and young people in understanding and promoting employment pathways for young people with SEND through a detailed knowledge of 16-25 pathways in Further Education and in Supported Employment, whilst demonstrating cost effectiveness and value for money through collaboration and innovation. The post holder will be required:

- A. To support the development and communication of post 16 pathways to employment for young people with SEND and in doing so minimise turbulence at transition, improve efficiency and value for money across the High Needs Block.
- B. To embed sustainable placements for young people into employment leading to long term outcomes, improve transparency of pathways across the SEN department and improve efficiency.
- C. To inform improvements to existing business intelligence which underpin effective pathway planning for young people with SEND from Year 9 as they prepare for adulthood to ensure young people maximise their potential at the earliest available opportunity for them.
- D. To lead and coordinate collaborative approaches and innovation around curriculum reforms which offer personalised pathways for young people as they move to work; to supported/independent living/good mental and physical health and to becoming actively involved in their local community.
- E. To act as a resource for SEN keyworkers and the wider SEN department through casework consultation and a detailed knowledge of local and relevant opportunities for young people with SEND.
- F. To take a lead role in further development of pathways to work for all young people in The Royal Borough of Kensington and Chelsea and Westminster City Council through coordinated business engagement and prioritisation of sector skills gaps.
- G. To champion work experience for post 16 year olds through brokering Traineeships; Internships (and Supported Internships); Apprenticeships (and Supported Apprenticeship) for vulnerable young people across The Royal Borough of Kensington and Chelsea and Westminster City Council. Specifically, those with SEND and on an EHC plan; those who have or are at risk of offending (YOS); those Looked After (LAC) or Leaving Care and those who are at risk of/are 'not in employment, education or training' (NEET).
- H. To line manage the Local Offer Coordinator and SEND Young People's Participation Officer and undertake any additional tasks that may be in line with the scope of the wider service, in-line with the position of the post.

2. DESCRIPTION OF DUTIES:

- To provide line management support for the SEND Local Offer Coordinator and SEND Young People's Participation Officer, liaising with an escalating to the Head of SEND Local Offer as required.

- In conjunction with the SEND Senior Leadership Team, ensure that all education/training and employment settings are aware as to their responsibilities in meeting the needs of both the EHC Plan and SEND Support cohort within existing resources allocated to them and as part of their universal offer
- To provide high quality advice and guidance to parent/carers, schools, colleges, supported employment providers and stakeholders on developing 14-25 pathways for young people with SEND
- To work across the SEN Service to develop a robust evidence base of young people as they progress through education and their associated aspirations for adulthood in order to inform the Local Offer and specifically employment pathways available to them.
- To lead on the development of effective partnerships and action planning between all key stakeholders and provider sectors in order to secure high quality learning/employment opportunities for young people: schools, work-based learning providers, further/higher education providers, adult social care; clinical commissioning groups; DWP: careers providers, voluntary/community sector partners and funders.
- To facilitate and lead relevant working groups and work with partners to support best practice in post 16 transition
- Champion the principles of consultation with young people with SEND and their families in all areas of the role and in the work of the wider Service and to work towards agreed local targets of securing sustainable employment placements.
- To regularly liaise with children, young people and their families to ensure that their views and aspirations regarding post 16 education and employment form the basis of plans and strategies to develop and deliver the offer.
- To commission / facilitate funding proposals and lead locally delivered curriculum projects focused on pathways to employability and to adulthood, targeting vulnerable groups.
- To work with schools and colleges on specific 14-25 curriculum initiatives including capital developments; mergers; apprenticeship strategies, vocational skills-academies developments and collaborative 14-19 vocational pathways, including identifying capital and revenue funding opportunities.
- To contribute to the Services' commitment to workforce development and provide/coordinate training and development activities internally and externally which support young people; parent carers; schools; colleges; the children's workforce in their collective understanding of Post 16 pathways
- To contribute to the development of the Service Self Evaluation Framework and actively contribute to preparation for SEND Area Inspection.

Continue on separate sheet if necessary.

I agree to the above job description

Post Holder.....

Date.....

Director / Chief Officer.....

Date.....

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	SEND Local Offer and Employment Pathways Lead
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications: Essential: <ul style="list-style-type: none"> Educated to degree level
C	Knowledge & Experience: Personal attributes: <ul style="list-style-type: none"> Pursues creative and new ideas to provide solutions to complex problems Outcomes focused and solution-oriented Exhibits confidence and leadership, engages emotionally and can show evidence of influencing key stakeholders externally and internally Is an authentic and inspiring leader, able to build inclusive and high-performing teams Delivers excellent service to colleagues and clients Applies judgement in managing risk, supporting their senior leadership to deliver on commitments to savings Can lead in ambiguous situations, demonstrates resilience, readily adapts to change and exhibits personal growth Experience:

- Significant experience in the development, implementation and monitoring of services to meet the needs of children and young people with SEND.
- Significant experience of working across a diverse range of stakeholders to deliver high quality local services.
- Significant prior experience working at a senior, strategic level within a public sector body
- Substantial track record of successful negotiation and implementation of complex commissioning programmes with multiple stakeholder buy in
- Significant experience in the delivery of service improvement and transformation programmes
- Demonstrable record of driving through significant efficiency savings as a result of more effective contract and procurement practices whilst maintaining relationships and service levels.
- Evidence of using an innovative and imaginative approaches and the ability to identify new options for service development
- Evidence of ability to collaborate and build strong and productive relationships, within a complex and interdependent operating environment
- Proven stakeholder management and engagement skills, combined with good political acumen and experience
- Proven success in developing effective strategic working relationships and partnerships with contractors, providers and other agencies and in influencing others
- Evidence of excellent interpersonal skills with the ability to establish positive working relationships with staff at all levels, corporate colleagues, elected members and external organisations, generating confidence, trust and respect
- Evidence of ability to maximise resources and manage budgets effectively in a financially constrained environment
- Experience of engaging children, young people and families in co-production
- Evidence of ability to simplify the complicated and to manage complexity
- Able to demonstrate resilience and flexibility of approach and is able to manage uncertainty and ambiguity for themselves and others

Knowledge:

- Demonstrable extensive understanding of the SEND Code of Practice and Children and Families Act 2014
- Demonstrable understanding of wider statutory duties across Children's Services
- Understanding of legal and regulatory framework of public sector contracts

Our Values & Behaviours	
D	<p>PUTTING COMMUNITIES FIRST</p> <ul style="list-style-type: none"> We put local people at the heart of decision making in everything we do. We seek to include and involve: all voices matter. We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> I actively involve and include the communities that I serve in my work. I shall reflect the views of the communities in my daily work. I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> I have been included I can see how my views have been taken into account I can see improvements and developments based on my input
E	<p>RESPECT</p> <ul style="list-style-type: none"> We listen to everyone and value the personal experiences of people in our communities and of each other. We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> I adapt my approach to take account of all differences and cultures in the community and with colleagues. I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> I feel my culture and background are respected. I have confidence that action is being taken. I feel I am being treated fairly.
F	<p>INTEGRITY</p> <ul style="list-style-type: none"> We act with openness, honesty, compassion, responsibility and humility. We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> I demonstrate empathy in my interactions with others. I am honest and transparent about the decisions I take. I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> I am told when something is not possible and the reasons why are explained to me. I feel my perspective is listened to and understood.

	<ul style="list-style-type: none"> I feel my views are valued
G	<div>WORKING TOGETHER</div> <ul style="list-style-type: none"> We work together and in partnership with everyone that has an impact on the lives of our residents. We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> I work with others to provide an effective service for residents, local communities and other departments within the Council. I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. I seek out opportunities to learn from my colleagues and build on good practice. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> I can get my issue resolved without being passed around departments. I find it easy to access the services that I need. I feel the Council is open to new ideas.