

JOB DESCRIPTION

Job Title	Bi-borough Children and Young People's Participation and Engagement Officer (SEND)
Department	Children's Services
Section or Service	SEND Local Offer Service
Grade	Grade E

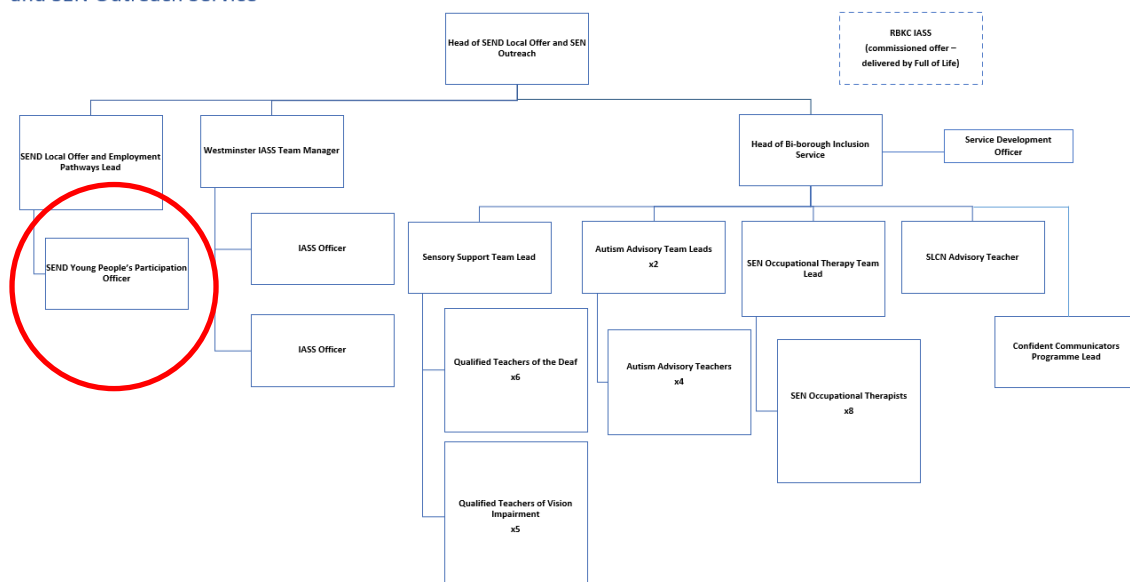
DESIGNATION:

Responsible to:	SEND Local Offer and Employment Pathways Lead
Employees directly supervised (if applicable):	N/A

Family Tree

Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.

Bi-borough SEND Local Offer
and SEN Outreach Service



1. JOB PURPOSE:

Kensington and Chelsea Council, the Westminster City Council and the local NHS ICB have high ambitions for all children and young people, including those with special educational needs and disabilities (SEND).

We firmly believe that children and young people, including those with the most complex needs, should have access to good local provision and every opportunity to achieve good outcomes, whether this be education, employment, independent living, participation in their community or being as healthy as possible.

Our ambition is to support all children and young people in their journey to adulthood with underpinning principles of early help, personalisation and inclusion and enabling them to achieve their chosen outcomes.

The focus of this role is to develop and promote sustainable participation structures and activities for children and young people with special educational needs and/or disabilities in Kensington and Chelsea, and Westminster.

The role will ensure that children and young people with SEND have their voices heard at a strategic and operational level in the planning, delivery and evaluation of services and in the development of policies and procedures, enabling them to live safely and confidently in their communities.

2. DESCRIPTION OF DUTIES:

Consultation and feedback

- To develop and facilitate participation and consultation mechanisms to promote disabled children and young people's participation.
- To engage with existing participation structures (e.g. Youth Councils, Youth Advisory Groups, Looked After Children Councils, School Councils etc...) to ensure SEND representation at the forums and processes for the Local Authority to gather views from a range of sources as and when required.
- To collaborate and deliver projects with teams and services across Kensington and Chelsea Council and the City of Westminster to increase participation and engagement of children and young people with SEND.
- To undertake an agreed level of face-to-face engagement with children and young people with SEND.

Decision-making

- To promote disabled children and young people's participation in decision making processes, within Kensington and Chelsea Council and the Westminster City Council, in-line with the Local Authority's SEND Strategy.
- To develop structures and systems whereby the views of disabled children and young people can influence the level and quality of services they receive.
- To represent children and young people with SEND, or support children and young people with SEND to attend strategic planning and policy-making, through attendance at relevant boards, groups and meetings.

- To attend multi-disciplinary meetings as required.
- To manage and being accountable for any financial transactions relating to the activity of the role, in accordance with LA guidance on managing Council funding.

Raising awareness and training

- To promote the rights of children and young people with SEND to participate, breaking down barriers to participation.
- To contribute to the development, delivery and dissemination of training and good practice.
- To ensure safeguarding and effective risk management is incorporated within planning and delivery of all participation/engagement programmes in line with local policies and procedures

Embedding

- To ensure that engagement with children and young people with SEND is adopted as a 'business as usual' activity across children's services and other areas of council business.
- Embedding a centralised strategic approach to that sets the standards and processes for participation of children and young people with SEND, collating feedback and findings and evaluating on a regular basis.
- To act as an adviser to services across Kensington and Chelsea Council and the Westminster City Council on matters relating to the participation of children and young people with SEND.
- To work effectively in partnership with key stakeholders to develop and embed positive ways of engaging with service users
- To monitor and evaluate the impact of participation structures and activities on improving the participation of children and young people with SEND.

Information

- To create and promote accessible information for children and young people with SEND.
- Develop and implement a SEND Children and Young People's Participation Strategy that is co-produced and part of the Local Authority's overarching SEND Strategy.

3. DIMENSIONS:

Key facts and figures relating to children and young people with SEND can be found in the [Kensington and Chelsea SEND Strategy](#) and the [Westminster SEND Strategy](#).

SELECTION CRITERIA/PERSON SPECIFICATION

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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 None
C	Skills; Experience and Attitude • Relevant substantial direct experience in working with disabled children and young people from diverse backgrounds to achieve positive outcomes • Experience of working with young people in participation programmes • Experience of involving disabled young people in decision-making processes • Experience of multi-disciplinary working with a range of agencies and providers • Evidence that you champion inclusion and value diversity. • An understanding of the issues affecting children and young people with SEND • Evidence of using different methods of working and communicating with children and young people with SEND to promote participation. • An understanding of the relevant services and agencies working with children and young people with SEND

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| | <ul style="list-style-type: none">• Ensuring the needs of different communities are understood and addressed• Experience of monitoring and evaluating work and producing written reports• Good verbal and written communication skills, including the ability to use different communication styles and techniques to present ideas and influence others.• Networking skills• One-to-one working and group work skills• Facilitation and presentations skills including the ability to produce publicity materials.• Ability to communicate effectively with children and young people with SEND• An ability to monitor, record and evaluate the work of the project.• IT skills – Microsoft Office |
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Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST - 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. The following examples are indicators of effective behaviour: - 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. Our residents will feel that: - 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	RESPECT - 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. The following examples are indicators of effective behaviour: - 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. Our residents will feel that: - I feel my culture and background are respected. - I have confidence that action is being taken. - I feel I am being treated fairly.
F	INTEGRITY - 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. The following examples are indicators of effective behaviour: - 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. Our residents will feel that: - 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. - I feel my views are valued

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WORKING TOGETHER

- 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.

The following examples are indicators of effective behaviour:

- 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.

Our residents will feel that:

- 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.