Job title:SEND Employment Development Officer

Grade 07

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

Have access to more good jobs and share the benefit of economic growth

Live in thriving and sustainable communities

Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make
courageous decisions
* Empowering – We empower and support our people by giving them
the opportunity to do their jobs well.

About the Service

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the County Council’s Economy, Infrastructure and Skills Directorate (EIS).The vision for EIS is to helpStaffordshire’s economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

**Service Purpose:**

Skills & Employability purpose is to improve people’s lives through learning and training, leading to employment and/or increased personal fulfilment, supporting the growth of Staffordshire’s economy and society:

* Ensuring provision of a wide range of high-quality learning opportunities to reflect identified local needs and wishes of Staffordshire’s ‘16+’ residents, by enabling provider partnerships and through direct delivery.
* Providing support, with a focus on targeted groups, to improve participation in learning across Staffordshire.
* Ensuring provision of work-related experience and advice to increase the employability of targeted groups and/or individuals.
* Working with providers and partners to ensure that Staffordshire’s social, employment and economic skills demands are met.

About the role

Staffordshire County Council supported by Internships Work and a DfE grant are committed to increasing the number of supported internships and other employment pathways for young people with SEND in the area.

This role will specifically aim to increase the number and quality of supported internship and employment opportunities within Staffordshire engaging employers and providers to enable young people with Special Educational Needs and Disabilities to progress into employment.

Reporting Relationships

Responsible to: Head of 16-18 Participation and Skills

Relationship with:

* Schools and Post 16 Education Providers
* People Services and Children and Families and Health and Care Directorates, particularly SEND Service
* Employers
* SCC Jobs and Careers Brokerage Service
* Local and national partners such as JobCentre+, NDTi, Base, DfN Project Search,

Key Accountabilities:

1. Support the SEND Employment Forum in the development, co-ordination, delivery and monitoring of the SEND Employment Action Plan to increase the number of Supported Internships delivered locally by advising and administering its production and review.
2. Working proactively with the Jobs and Careers Brokerage Service Employment Brokers, to build relationships with employers and provide advice on the benefits and operation of supported internships to overcome barriers to the recruitment of disabled people and increase the number of host employers in the area.
3. Review the quality of supported internship delivery for Staffordshire young people, utilising the Education Training Foundation Quality Assurance Model, by reviewing providers self-assessments and providing advice and guidance to providers to make improvements to delivery.
4. Support the SEND Service and education providers by co-ordinating, and contributing, through the provision of advice, to the co-production and design of resources and training, to increase the focus on employment pathway planning and improvement of employment focussed outcomes within EHCP’s for Year 9’s and above.
5. Develop an effective process for the co-ordination and advertising of Supported Internship opportunities for SEND young people to increase providers, young people and their families knowledge of available pathways.
6. Working closely with the Local Offer Project Manager, provide feedback on the content and co-ordinate the co-production of resources for inclusion in the Employment and Supported Internships area of the Local Offer to improve young people’s, parents and professionals access to relevant up-to-date information.
7. Collect and provide both timely and accurate quantitative and qualitative supported internship performance data to monitor the delivery and success of the SEND Employment Action Plan and ensure returns to DfE are accurate.
8. Be an ambassador and advocate, who champions and supports the promotion of SEND Employment, and the wider Skills and Employability team, identifying positive case studies.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident****Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership*** Educated to NVQ Level 3 or equivalent qualification or have significant relevant experience in a similar role
 |  A |
| **employer_small** | **Knowledge and Experience*** Demonstrable working knowledge of the SEND reforms and the focus on preparation for adulthood including the development of employment pathways for young people with high needs.
* Experience of working with young people/adults with SEND or an understanding of Young People and Adults with SEND needs
* Significant experience and understanding of supported internship programme development and delivery
* Experience of working collaboratively with a variety of agencies / organisations (e.g voluntary, public and private sector organisations) to achieve desired outcomes
* Experience of using Microsoft Office or equivalent software packages.
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| **employer_small** | **Skills*** Effective verbal and written communication skills
* Effective interpersonal skills with the ability to build effective working relations with a diverse group of people/ organisations
* Ability to analyse data in order to share information to support future planning
* Effective IT skills.
* Ability to work on own initiative to effectively plan and prioritise workload to ensure that targets and deadlines are met.
* Committed to deliver high quality outcomes for people

This post is designated as a casual car user  | A/IA/IA/IA/IA/IA/I |

**** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300