

# CROYDON COUNCIL

## ROLE PROFILE AND PERSON SPECIFICATION

**DIRECTORATE:** Children Young People and Education

**DIVISION:** Education

**JOB TITLE:** **SEND Internship Pathways Officer**

## ROLE PROFILE

<b>Job Title:</b>	SEND Internship Pathways Officer
<b>Directorate:</b>	Children Young People and Education
<b>Division:</b>	Education
<b>Grade:</b>	Grade 12
<b>Hours (per week):</b>	36
<b>Reports to:</b>	Head of 0-25 Special Educational Needs Service
<b>Responsible for:</b>	<p>The role will not have direct line management responsibility. The post-holder will however need to work closely across several teams both internally (including SEN, Social Care and HR) and externally notably with employers, education settings and supported employment providers.</p>
<b>Role Purpose and Role Dimensions:</b>	<p>The post-holder will work collaboratively with the SEND community and local area partners to deliver Croydon's vision for children and young people with SEND, by supporting and enabling them to progress in independence and employment in or near their local community.</p> <p>The post-holder will work collaboratively with the SEND community and local area partners on the Post-16 SEND Supported Internships Programme for Croydon Council, by developing clear and accessible strategies/routes into employment for young people with special educational needs.</p> <p>The council are currently working to put in place a Special Educational Needs and Disabilities (SEND) supported internship programme. Supported Internships are internships, specifically for young disabled people aged 16-24 who have special educational needs and an Education, Health and Care (EHC) plan.</p> <p>The SEND Internship Pathways 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</p>

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.

**Commitment to Diversity:**

The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

**Key External Contacts:**

Young People (aged 16-24)  
Parents/Carers/Extended family members  
Parent/Carer Forum (Croydon Active Voices)  
FE College, school and alternative education provider head teachers/principles and Education settings  
SECCos, governors and other practitioners in state-funded education settings, non-maintained and independent education settings  
Supported Employment Services/Providers  
Businesses and Employers  
Health (and social care) professionals, including designated medication officer, therapies, community health, paediatrics, and clinical commissioning groups  
Voluntary/Third Sector Organisations (MENCAP, Kids, contact a family), Other Borough SEN Services, Virtual School, SEN Support Services  
SENDIASS  
Independent advocates and/or providers of independent specialist advice  
DfE

**Key Internal Contacts:**

Directors and Heads of Service within all relevant directorates (including director of Education and HR, and Head of SEND Service)  
Strategic group for Supported Internships (once established)  
Employment Forum (once established) – consisting of employment providers, employers, young people and their families  
Transitions Service  
Social Care (Adult Social Care, Children with Disabilities, Children Looked After, Children in Need, Early Help, SPOC, Local Authority Designated Officer (LADO))  
Schools Forum  
LA SEND Board  
LA SEND Forum  
Business Support Services  
Data Support and IT Services  
HR Services

Legal Services  
Commissioning and Contracts Services  
Communications Services

**Financial Dimensions:**

N/A

**Key Areas for Decision Making:**

insert areas where responsible for deciding how to organise work, manage staff or change service provision, etc

**Other Considerations:**

enter any special working considerations, e.g. 'ability to drive a van', 'shift work', ability to work 2 evenings a week

**Is a satisfactory disclosure and barring check required?**  
[\(click here for guidance on DBS\)](#)

Enhanced DBS check

**What level of check is required?**

**Is the post politically restricted**  
[\(Click here for guidance on political restriction\)](#)

No

**Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974**  
[\(Click here for guidance on ROA\)](#)

No

**Key Accountabilities and Result Areas:**

**Developing a Supported Internships Programme for young people (aged 16-24) who have special educational needs and an Education, Health and Care (EHC) plan within the borough**

**Key Elements:**

This will involve:

Managing all elements of the Council's supported internship programme.

Working in conjunction with young people with EHC plans and adults

**Delivering a Supported Internships Programme for young people (aged 16-24) who have special educational needs and an Education, Health and Care (EHC) plan within the borough**

with disabilities, parents/carers, education institutions, supported employment services, health and social care professionals and businesses/employers.

Contributing to the development of an employment pathway and a protocol for supported employment for adults.

Developing a strategic plan setting out a year-on-year increase in supported internships linking into a broader supported employment strategy.

This will involve:

Developing 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.

Supporting 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.

Support employers to identify and overcome barriers to the recruitment of disabled people.

Explore opportunities to work with the public and voluntary sector

organisations who can add value to the supported employment programme of work.

**Promoting the Supported Internships Programme for young people (aged 16-24) who have special educational needs and an Education, Health and Care (EHC) plan within the borough**

This will involve:  
Increasing the number of young people with EHC plans, and adults with disabilities undertaking supported employment and going into paid employment.

Raising awareness of supported employment with students and their parents/carers.

Increasing awareness of opportunities for supported employment among professionals, so that a) all are aware of supported internships as a post-16 option, so b) schools are able to implement employment pathways from year 9 (14 years old) and c) all professionals working with learning disabled adults will know about supported employment and the local pathway

Build relationships with employers and new corporate partners who can offer supported employment.

**Leading on co-ordination and data management of all relevant Supported Internship Administrative tasks**

This will involve:

Co-ordinating an employer contact database in the context of the Council's employer engagement strategy.

Drafting clear and succinct briefing notes and options papers to management teams and other relevant committees.

Supporting with the administration of supported employment placements, and with any other

tasks as appropriate

## Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with directorate procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## **Contribute as an effective and collaborative team member**

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

## **Equalities and Diversity**

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

## **Health and Safety**

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management.
- Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

# Person Specification

<b>Job Title:</b>	SEND Internship Pathways Officer – Children, Young People and Education
<b>Essential knowledge:</b>	<p>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</p> <p>Degree level of the equivalent training in special educational needs education and/or legislation (Children &amp; Families Act/Care Act; SEND Reforms) – post-graduate preferred or short course training</p> <p>Good working knowledge of SEND legislation (Children &amp; Families Act 2014; SEN Code of Practice January 2015, DfE Green Paper 2022).</p> <p>Knowledge of the Care Act, Mental Capacity Act and implications for preparation for adulthood for young people with an EHC Plan</p> <p>Knowledge of the English school and college system</p>
<b>Essential skills and abilities:</b>	<p>Strong track record of successfully working to targets and ability to use initiative to ensure delivery of key performance indicators.</p> <p>A ‘can do’ attitude with a focus on seeking constructive solutions to problems.</p> <p>Excellent communication skills both oral and written – experience of communicating with a range of audiences, including report writing and presentation of data/SEN funding information.</p> <p>A collaborative approach demonstrating mutual trust and support, within the council and with partners.</p> <p>Personal commitment to the provision of an excellent customer and public service.</p> <p>Excellent inter-personal skills and ability to develop effective collaborative working relationships with a range of colleagues, in particular external stakeholders.</p> <p>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.</p> <p>Ability to build and maintain effective working relationships at all levels across the organisation in order to influence and get things</p>

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 data analysis, problem-solving, effective administration, organisational and time-management skills.

Effective and accurate use of Information Technology.

Demonstrable commitment to learning, development and the achievement of potential of self, colleagues and customers.

**Essential experience:**

Experience of working with young people with SEND, parents/carers of 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.

Experience of working as part of a local area and in partnership with practitioners from other (Health, Care and Third Sector).

Experience of effective record keeping, data analysis and report writing.

Experience of facilitating communication and managing challenging situations.

**Special conditions:**

Ability to travel around the borough to visit schools, other education settings and/or other locations as required.