

## Job Description

**Post Title:** SEND Employment Officer

**Evaluation:** A5244

**Grade: N6**

**Responsible to:** Preparation for Adulthood (PfA) Lead

**Responsible for:** n/a

**Job Purpose:** Develop, deliver and promote the SEND Supported Internships Work Programme, SEND Employment forum and Supported Internships across the area and work in conjunction with young people with EHC plans, adults with disabilities, parents / carers and other stakeholders.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Oversee the Internships Work programme action plan setting out an improvement in supported internships, including co-ordination of the SEND Employment Forum.
- 2 Develop strong relationships with partners engaging them in the employment forum and signing up to a shared vision across the City.
- 3 Carry out research on existing Supported Internships provision, destinations and outcomes, content and quality and make recommendations for the improvements. Develop a LA Supported Internships Plan.
- 4 Undertake quality visits, learning walk throughs and observations to Supported Internship provisions, funded by the LA's SEND team, to ensure standards are met and provide action plans for improvement.
- 5 Working closely with local employers, Post 16 providers, SEND services and colleagues, you will create opportunities to increase the number of young people with EHC plans and adults with disabilities undertaking supported employment and going into paid employment.
- 6 Collect and report on destination data and outcomes for young people moving onto positive supported internships and employment.
- 7 Ensure all professionals supporting young people with EHC plans know about supported internships as a post-16 option and schools will implement employment pathways from year 9 (age 14).

- 8 Engage with internal and external partners in the delivery of supported employment, including education institutions, health and social care professionals and businesses / employers.
- 9 Raise awareness of Supported Internships and supported employment with schools, students and their parents /carers from year 9 onwards.
- 10 Support employers to identify and overcome barriers to the recruitment of disabled people and support and advise around disability confident employers.
- 11 Explore opportunities to work with public and voluntary sector organisations who can add value to the supported employment programme of work.
- 12 Create good relationships and positive employer engagement with local large employers as well as SMEs providing a wide range of opportunities for young people including work visits, tasters, placements, paid work experience and co-ordinate an employer contact database.
- 13 Address the wider barriers to employment that people may face from their social and economic situations and work towards a reduction in the number of young people with EHC plans that are not in employment, education, or training (NEET).
- 14 Support with the administration of placements.
- 15 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.