

Job Description



Job Title: EET Support Officer – SEND	Service Area: SEND 0-25	
Directorate: Children and Young People Services	Post Number:	Evaluation Number: 5810
Grade: PO1	Date last updated: New post	

Purpose of Job

To support young people with special educational needs into education, employment and training opportunities that help to achieve their ambitions and prepare them for adulthood. This includes contributing to annual reviews, providing wider casework support and working in partnership with settings, post 16 providers, employers, adult services and families to meet the young person's needs.

In your role, you will be working with cohorts of young people with SEND, in smaller groups and individuals.

Job Context

Reports to the EET Manager.

The post holder has no line management responsibility.

The post holder will have regular contact with the senior managers in delivering key corporate functions for the relevant services.

DUTIES AND RESPONSIBILITIES:

A - Professional Standards

1. To build and maintain successful relationships with young people, carers, key workers, colleges, schools, specialist settings, adult services, businesses, training providers and social workers so as to promote the young person's development, progress and positive EET outcomes.
2. To plan and deliver interventions that will support young people's independence and build their life skills to support their independence working with multi-agency partners to understand their needs.

2. To demonstrate and promote the positive values, attitudes and behaviour expected from the young people at all times.
3. To work collaboratively with colleagues; both within the Local Authority and with partner agencies, social care teams and carers; and carry out your role effectively, knowing when to seek help and advice.
4. To promote high aspirations for children within their families, settings and communities
4. To liaise sensitively and effectively with the EET team, carers, recognising their roles in young people's learning.
5. To improve your own practice, including through training, observation, evaluation and discussion with colleagues.
6. To build the capacity of SEND case officer, school staff and wider professionals to have informed discussions with young people and families about EET opportunities
7. Working with schools, settings and business to identify work experience opportunities and to establish a work experience pathway that enables young people and parent to understand the purpose of the experience
8. To train and support employers and settings through the provision of disability awareness training and provide a named contact for employers.
9. To promote opportunities for employers to use their levy, social corporate responsibilities and grant funding to support the needs of Newham young people.
10. To work with DWP and Our Newham Money to support young people and families with benefits to maximise employment outcomes and wellbeing .

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To attend annual review meetings and child in need meetings, supporting employment and educational outcomes, advocating for the children and young person.
2. To work with the virtual schools, Our Newham Works and other councils services to ensure resources are used effectively and we do not duplicate, including agreeing who will be the key worker for a young person who is missing education or known to social care.
3. To work closely with parents and carers to support enabling activities for young people that will support their independence

4. To run promotional events for young people, families and settings about the opportunities available to them.
5. B - The following activities should take place under the direction and supervision of the EET Manager
6. Contribute effectively to progression planning and review for young people, contributing towards annual review reports
7. To design and maintain a system for tracking young people with SEND not in education, training or employment and lead on casework to support these young people.
8. To take a person centred approach, responding to the needs of children and families and tailoring support
9. To work with the business intelligence and performance team, inclusive economy and SEND service to develop robust tracking mechanisms to support young people's educational outcomes
- 10.2. Hold a caseload of young people allocated by the EET manager; attending all relevant meetings; supporting weekly workshops and implementing packages of additional support where necessary.
- 11.3. Take a key role in re-engaging young people to reignite their passion and future aspirations relating to employment.
- 12.4. Work within a framework set by the EET Manager and Advisors. Plan your role in the planning process, attend meetings and provide feedback to young people and the professional network on young people' progress and behaviour.
- 13.5. Contribute effectively to meeting the diversity of young people's needs and interests; recognising their strengths and areas for development in planning support that removes barriers to their achievements.
- 14.7. Support the EET team in evaluating young people's progress and outcomes by working with multi agency teams within CYPS
- 15.8. Monitor young people's participation and progress, providing feedback to partners.
- 16.9. Assist and take responsibility for managing data by gathering information, inputting data and producing reports, statistical information and analysis as required.
11. Communicate effectively and sensitively with young people to support their progress.

12. Work effectively with existing and new networks and link with Young people's Social Care, SEN, Health and school officers to ensure information sharing and good practice.
13. Where relevant, guide the work of other adults supporting the young person to progress.
14. Recognise and respond effectively to equal opportunities issues as they arise; including by challenging stereotypical views, and by challenging bullying or harassment, following relevant policies and procedures.
15. Carry out routine clerical tasks e.g. supporting weekly workshops, delivering training to Designated Teachers, social workers, Personal Advisors; supporting Celebration events and producing case studies.
16. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the EET Manager.

EQUALITY AND DIVERSITY

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Personal Specification



Job Title: EET Support Officer - SEND	Service Area: SEND	
Directorate: Children and Young People Services	Post Number:	Evaluation Number:
Grade: PO1	Date last updated: New post	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: <ul style="list-style-type: none"> Detailed knowledge of the SEND Reforms and Preparation for Adulthood To have a knowledge and awareness of the access to work programme and disability rights Detailed knowledge and awareness of the SEND system and 16+ EET agenda and issues affecting care leavers. Specialist knowledge of the factors which contribute to poor outcomes for care leavers and strategies and solutions to address them in order to achieve sustained improvements in positive EET outcomes. Knowledge of and commitment to equal opportunities and anti- 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Interview</p> <p>Application Form/Interview/Test</p>

<p>focus on solutions which work for the individual.</p> <ul style="list-style-type: none"> • Ability to communicate effectively on complex issues, both person to person and in writing, with young people, their carers, colleagues and statutory and voluntary agencies and build effective professional relationships. • Ability to redesign working procedures to meet changing priorities where necessary. • Ability to meet agreed performance targets and timescales and work effectively under pressure within the parameters of Council policy and departmental procedures. • Ability to keep accurate case records and to write complex reports as required. • Ability to organise and prioritise own workload independently and work effectively under pressure. • Ability to lead on the use IT systems to a level whereby the office can operate in a paperless environment. • Ability to think creatively and work on own initiative • Willingness to learn new skills • Ability to manage conflicting deadlines and work well under pressure • Ability to work effectively with service users professionally, sensitively and tactfully 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <ul style="list-style-type: none"> • Personal commitment to ensuring all children/young people are supported to achieve the best possible positive EET outcomes. • Commitment to service delivery which is culturally appropriate and responsive to the needs of all users, including disadvantaged groups. 	<p>Application Form/Interview</p> <p>Application Form/Interview</p>

<ul style="list-style-type: none"> • Energetic and proactive with an enthusiastic personality and the willingness to “go the extra mile in supporting young people”. • Good team worker • Good leader by example <ul style="list-style-type: none"> • Reliable and demonstrating high standards 	<p>Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Willingness and ability to work agreed evenings and weekends to maintain service delivery. • Willingness to travel outside the borough where necessary in order to meet young people's needs. • This post is subject to an enhanced DBS check. 	