

Job Description



Job Title: SEND Employment, Education and Training (EET) Manager	Service Area: Virtual School, Learning and Achievement	
Directorate: Strategic commissioning	Post Number:	Evaluation Number: 5471
Grade: P05	Date last updated: Sept 2022	

EQUALITY AND DIVERSITY

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.

Overall Purpose of Job

To champion, lead, actively promote, facilitate and improve the education, training and employment prospects and outcomes of young people with SEND, with particular focus on young people from 14 to 25.

The post holder will do this by:

- To provide educational expertise, including delivery of training and teaching, education support, advice and guidance for external and internal partnerships.
- Develop processes for all children and young people with Education, Health and Care plans in line with the Children and Families Act and preparation for Adulthood agenda.
- Formulating, proposing and agreeing priorities with the Head of SEND and Head of Virtual School for education, employment and training support for young people with SEND.
- Representing the SEND service by attending and contributing fully to strategic and operational meetings with other key stakeholders in order to improve outcomes for young people with SEND
- Develop quality assurance systems, as part of an integrated service wide system and be responsible for development and implementation of strategies to raise the

education outcomes of young people with SEND through transition to adult learning/ services.

- To provide expert knowledge and training to Team Managers within the SEND 0-25 service and the team to work to agree day to day activities through risk-led allocation of active cases to ensure all are provided with advice and guidance.
- Proactively monitoring young people's EET status (aged 14+) and working with the business intelligence team to ensure that this is captured effectively and within timescale using the Nexus system, alongside Azeus.
- To ensure representation or contributions from EET case officer at annual review meetings for young people 14+ on their caseload.
- Lead on providing advice, guidance and targeted interventions on an individual and/or group basis, within a multi-agency group of professionals, organisations and services; as part of a "one stop engagement shop"
- Considering key issues or barriers to engagement for our young people; researching options and horizon scanning for national policy changes and good practice.
- Using research and evidence of good practice to establish more effective day to day intervention strategies to maximise engagement
- Initiating and Leading on and taking responsibility for specific projects related to NEET and EET young people with SEND
- Developing quality assurance systems and managing the effective delivery of specific events and training programmes.
- Where identified, being involved in complex cases providing professional advice to providers, colleges, carers and send case officers/ social workers as required.
- Line managing the EET team to give advice, guidance and targeted interventions for 14 – 25 year old with EHCPs– both within Newham and in liaison with other areas who are host to Newham young people.

Job Context

Newham is committed to providing services which are user friendly and sensitive to individual needs. The Directorate is particularly seeking to promote the concept of integrated services and there is an expectation that staff will demonstrate their commitment to close co-operation with colleagues (in the Directorate as well as other agencies) and partnership with service users.

Many services need change and development to meet the particular needs of disadvantaged groups. Staff are required to participate in and support the necessary changes by being aware of the specific needs of vulnerable groups and informed about the Directorate's ethos of service, quality, equality and partnership.

Provision for children with Special Educational Needs and Disabilities must be developed on the basis of needs. Staff are expected to participate in the monitoring of activities and if appropriate, expenditure, in order to meet the Council's expectations of improving service delivery and value for money.

1. The post holder reports to the Executive Headteacher of the Virtual School
2. The post holder has line management accountability for a team of up to 5 EET officers

3. The post holder has no budgetary accountability.
4. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements.

Key Tasks and Accountabilities:

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.

Monitoring and intervention for individuals and cohorts of young people

1. To actively support the collection, collation and maintenance of accurate records regarding the education, employment and training, attainment and ambitions of young people with SEND, including all relevant national and local performance indicators.
2. To lead on setting standards in carrying out 14+ planning and reviews as required and provide reliable, timely and accurate information, advice and guidance to young people and professionals.
3. To proactively identify individuals and groups for targeted intervention, and work in partnership with young people, carers and other staff/agencies as appropriate to develop and deliver effective and realistic individual action plans to empower, motivate and support young people to realise their potential.
4. To take individual responsibility for decision-making, planning, delivering and evaluating specific projects or service areas on behalf of the SEND service/Virtual School such as those relating to work experience, apprenticeships, asylum seekers, NEET working closely with partner agencies.
5. To undertake intensive individual and/or group work with young people and their carers/keyworkers with sensitivity and resilience; carrying out agreed plans to assist and support service users in achieving the best possible EET outcomes.
6. To establish and maintain positive relationships with education, training, employment & other providers and key relevant staff and agencies in the community and within the council with a view to creating and maintaining a high profile and awareness of young people leaving care.
7. To maximise the take-up by young people with SEND of all available opportunities and potential sources of support.
8. To manage, guide and support EET advisors so that Newham EET performance indicators for young people with SEND including those missing education are improved.
9. To undertake planning, development and delivery of training to young people, carers and professionals as required in pursuit of team, service and Council objectives.
10. To assist send case officer, practitioners, carers, and designated teachers in the provision of interim education support for pupils who are 'out of school' on a short-term basis.

11. To facilitate transition into appropriate post 16 educational provision for children with EHCPs
12. To advise in the assessment of children and young people with SEND on their case load and contribute to annual review and full assessment as requested
13. To work with wider virtual school EET officers to avoid duplication and integrate Personal Education Plan (PEP) meetings and annual reviews where appropriate
14. To record in the relevant places and in a timely manner, detailed case notes on all correspondence and decisions concerning young people using nexus and azeus.
15. To take lead responsibility for the development of specific projects and areas of work with the SEND Service e.g. training, task groups and tracking panels.
16. To contribute and take an active role in the planning of events and publications which enhances the awareness of young people with SEND and celebrates their achievements.
17. To integrate Newham's policy on equal opportunities in all aspects of the work.
18. To undertake appropriate professional development as agreed with line manager
19. To ensure all offers to young people are responsive to the needs of users taking particular account of any needs arising out of their religion, culture, language, gender, sexual orientation and disability and any contentious issues are dealt with in a sensitive and tactful manner.
20. To be proactive in raising engagement and attainment and removing barriers to positive outcomes for young people with SEND.
21. To chair and/or contribute to professional meetings and reviews for young people on behalf of the service.
22. To take on responsibility for the development, arranging, monitoring and evaluation of individual support packages, in partnership with the SEND service and other partners, and take the lead on specific projects.
23. To plan, develop and deliver targeted projects to specifically address identified needs of young people, on behalf of the service or with other external agencies.
24. To take the lead in inspections and reporting for Ofsted/ CQC and similar, in conjunction with the Executive Headteacher and Head of SEND.

Resource Management:

- To organise and co-ordinate meetings as appropriate, including booking meeting rooms, taking action notes, and producing & distributing agendas/minutes as required.
- To be an essential link, working in partnership with and acting as a point of contact/liaison/advice for young people, school/college and Council staff amongst others as required.
- To provide cover in the absence of colleagues and promote the service positively and enthusiastically as and when required.

- To travel as required outside of the borough in order to meet service user's needs.
- To deal tactfully, confidentially and effectively with all telephone enquiries, personal callers or correspondence and to liaise with staff in outside organisations.
- To represent the Council to other agencies and local authorities in a professional manner at all times.
- To take the lead in organising the development and distribution of EET information to young people, including checking accuracy and format, determining circulation and monitoring progress.
- To manage deadlines and priorities ensuring work is produced according to high quality standards.
- To carry out administrative and communication tasks across the service area, including maintaining IT based records, drafting correspondence, providing and analysing monitoring information and progress-chasing.
- To contribute to the development and use of ICT, administration and financial systems by advising managers on opportunities for improved effectiveness.
- To generate work according to deadlines without direct instruction and to keep managers advised and updated at all times.
- To work flexibly in a rapidly changing environment to achieve stated objectives and to promote the service positively and enthusiastically.
- To take part in appropriate staff development programmes as necessary, keeping up-to-date with relevant local and national developments in legislation, and by taking personal responsibility for own personal development and striving to improve levels of knowledge and good practice.
- To be an effective team member through active participation at team and corporate meetings, sharing best practice and developing effective working relationships.
- To implement Newham Council's equal opportunities policies fully, and to work actively to overcome and to prevent discrimination in any part of the project.

To carry out other duties, within the competence of the postholder, as may be reasonably required from time to time.

Newham London

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.

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KNOWLEDGE:

- Detailed knowledge and awareness of the SEND and 14+ EET and PFA agenda and issues affecting yp with SEND.
- Specialist knowledge of the factors which contribute to poor outcomes for young people with SEND and strategies and

Application Form/Interview

Application Form/Interview

<p>solutions to address them in order to achieve sustained improvements in positive EET outcomes.</p> <ul style="list-style-type: none"> • Knowledge of and commitment to equal opportunities and anti-discriminatory practice. • Knowledge of Children and Families Act 2014, the SEND reforms related guidance and current government policy initiatives relating to young people with SEND. <p>Up to date and in depth understanding of welfare benefits and work, training & education opportunities for young people post 16. Therefore, it is proposed that the local offer development officer (SC6) position is deleted.</p> <ul style="list-style-type: none"> • • Detailed knowledge of post 16 education options and progression to higher education 	<p>Interview</p> <p>Application Form/Interview/Test</p> <p>Interview</p> <p>Interview</p>
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Good all round education to at least L3 • Relevant qualifications eg Youth Work, teaching, social work 	<p>Application Form/Interview/Documentation</p> <p>Application Form/Interview/Documentation</p>
<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Significant experience of direct work with disadvantaged young people aged 14+. • Experience of working in a multi cultural, multi racial environment. • Experience of effective advocacy on behalf of young people. • Experience of working in partnership with other professionals and a range of statutory and voluntary agencies. • Experience of planning and recording own work and using IT systems and databases. 	<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>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Ability to carry out assessments, and to create and manage individual intervention plans. • Ability to recognise and understand the factors which affect young people's 	<p>Application Form/Interview/Test</p> <p>Interview</p>

<p>behaviour, motivation and aspirations and 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/Test</p> <p>Interview</p> <p>Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Application Form/Interview Application Form/Interview/Test</p> <p>Application Form/Interview/Test</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. • 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 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Interview</p> <p>Interview/reference Interview/reference Interview/reference</p>

<ul style="list-style-type: none"> • Reliable and demonstrating high standards of integrity. 	
<p>OTHER SPECIAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Willingness and ability to work occasional 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. 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Satisfactory clearance at conditional offer stage</p>