

SEND Employment Pathway Support Officer Job Profile

Job Title: SEND Employment Pathway Support Officer

Temporary Contract 18 months

Job Grade: Level 1 Zone 3

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Camden has seen a significant rise in youth unemployment, disproportionately effecting young people with Special Education Needs and Disability (SEND) and is investing more in employment support to ensure that young people with Special Education Needs and Disability (SEND) can access good work that enables them to live secure, sustainable and independent lives. This role will be key in supporting employment and community inclusion pathways.

About the role

To work as part of Camden SEND Employment team to support the increase in number of 16 - 24 year olds with SEND in education to transition into an employment pathway e.g. supported internships, traineeships, inclusive apprenticeships and paid employment. Building effective relationships with local partners, education providers, employers, training providers and Camden services to support changes in work practices that have a positive impact on young peoples' transition and destination into employment.

To provide support for progression planning, vocational profile guidance as well as support the SEND Employment Officer and SEND Employment Coordinator to raise the profile of supported internships/apprenticeships/employment as a positive post 16 destination for young people.

Example outcomes or objectives that this role will deliver:

Under the direction of the SEND Employment Officer and SEND Employment Coordinator, to:

- Work collaboratively with SEN staff to identify the potential SEND cohort to undertake new employment pathway opportunities within the community and support the liaison with young people, college, employers and colleagues.
- Support building relationships with local partners, including schools and colleges, to check that young people with SEND have a relevant vocational profile, skills and readiness for employment and are able to access local opportunities.

- Co-ordinate individual action plans/vocational profiles owned by the young person and developed with their support network following an Annual Review.
- Record data to demonstrate impact and identify gaps for future work.
- Work with schools, colleges, young people, including those at risk of NEET and parents/carers to actively encourage employment pathways as a post 16 destination, through group work, individualised support, attending promotional events and working with employers including promotion of Supported Internship programmes, Traineeships and Inclusive Apprenticeships in Camden.
- Assist in the preparation and delivery of briefings, meetings, written/online materials and events with partners, parent/carers, professionals and young people that will contribute to raising the participation levels in schools.

About you

To be considered for this post, you should possess, and be able to demonstrate, the following:

Technical Knowledge and Experience:

Experience of supporting multi-stakeholder partnerships that support a young person's skills development

Customer focussed and outcome orientated

Able to provide information about careers to guide and influence decision making

Ability to give advice and guidance to help develop the knowledge and skills of team members

Experience of ICT systems, particularly Microsoft Office packages to include Word, Excel and PowerPoint

Essential:

Up to date knowledge of Government policy for Supported Internships, Apprenticeships, Traineeships, Careers Education, and Information Advice and Guidance

Excellent communication skills both verbal and written, with proven ability to use creative and flexible methods of presenting information to a wide variety of audiences

Communicate clearly both verbal and written, which holds the attention of young people both in groups and in one-to-one situations

Ability to work effectively under pressure, meet deadlines and targets

Excellent interpersonal skills that can be used to engage with a wide range of audiences

Desirable:

Possesses a minimum of level 3 in IAG or equivalent by experience, working with young people with SEND and a good understanding of their needs, who may have challenges accessing employment opportunities.

Experience of working with education providers

Work Environment:

This post demands a high level of flexibility, a positive attitude and ability to adapt to changes due to service needs. This post holder will be expected to work in an open plan office environment in which 'hot-desking' and agile working practices are implemented and working at home as required or in agreement with the SEN Manager. The post holder will also be expected to travel to schools and colleges across the borough.

People Management Responsibilities:

This role does not have any direct line management responsibility.

Relationships:

You will work closely with young people, parents and carers to provide advice to identify employment opportunities. You will build strong relationships with colleagues in SEN, Schools, Colleges, Social Care, Virtual School, Health, Camden's Employment and Skills network and Employers as well as a wide range of internal and external partner organisations, ensuring all stakeholders are kept informed and aware of any changes or actions.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll explore what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020. Separate

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,