

SEND Employment Coordinator Job Profile

Salary Range: £29,873 - £32,210

Job Grade: Level 2, Zone 2

This supplementary information for SEND Employment Coordinator is for guidance and must be used in conjunction with the Job Capsule for Job Level 2, Zone 2.

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

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 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 happy lives. This role will be key in supporting employment and community inclusion pathways.

About The Role

Managing a targeted caseload of young people with SEND who have been identified through close working relationships with SEN, Schools, Colleges, and Social Care, to deliver a coordinated approach to support and secure employment. Effectively supporting young people with SEND as they transition from education to employment by assisting and enabling them to access employment, training and other related opportunities whilst maintaining high customer service standards. Working in partnership with internal and external stakeholders to develop relationships and local employment opportunities; to build confidence and resilience in our young people seeking paid work; remove barriers and enable young people with SEND to access and sustain employment.

Example outcomes or objectives that this role will deliver:

- Working collaboratively with the SEND Employment Officer, SEN Manager and Senior SEN officers to identify the potential SEND cohort to undertake new employment pathway opportunities within the community.
- Identify and work directly with employers to develop and grow employment, social enterprise, apprenticeship and supported internship opportunities for young people with SEND.
- Job Coach support for the young person with an employer where identified.

- Support young people with SEND and their families to understand the process and expectations; and explore social enterprises and other similar opportunities.
- Build relationships and work with local partners, including schools and colleges, to ensure 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 owned by the young person and developed with their support network. Attending network review meetings to ensure the plan is actioned, updated and effective in achieving desired outcomes.
- Develop and support promotion and marking opportunities.
- Ensure accurate data recording and reporting to ensure this supports demonstrating successful impact and identifies trends/gaps for future work.
- Achieve individual and shared targets and objectives defined by the SEN Manager.
- Assist in the application for Access to Work where required.
- Support the SEND Employment Officer and SEND Employment Coordinator to deliver 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:

- A minimum of level 3 in IAG or RQF Level 6 (Bachelor's degree) qualification or equivalent by experience, which will likely be in supported employment. You will need to have knowledge of the impact of disability in employment and experience working with young people with SEND and a good understanding of their needs, who may have challenges accessing employment opportunities.
- Evidence of continuing professional development and expert knowledge in relevant professional area.
- Experience of directly supporting young people into employment and related opportunities e.g. work experience, supported internships and inclusive apprenticeships. Good working knowledge of the needs and experiences of young people with SEND to establish themselves within the workplace and sustain their employment.
- Displays an understanding of the needs of employers in the current market, with an ability to influence them about the value of young people with SEND.
- Exhibits commitment to protection and safeguarding of young people, communicating to young people and partner agencies the boundaries between personal and professional relationships.

- Experience of effective partnership working, to establish and maintain positive, influential relationships with team members, colleagues and partners.
- Experience of developing and maintaining effective systems to support tracking, monitoring and review of opportunities and young people undertaking them.–Proven ability to collate data and compile accurate statistical reports and presentations.
- 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
- Organising and co-ordinating projects and events.

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 different sites, including in other boroughs and attend employer meetings.

People Management Responsibilities:

This role does not have any direct line management responsibility. There could be opportunities to line manage interns or young people participating in the Kickstart scheme.

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 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 creative 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.

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,