

| JOB INFORMATION | | | |
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| JOB TITLE | SEND Intensive Support Advisor | LOCATION/CAMPUS | Reading College |
| SERVICE AREA | Lifeskills | TYPE | Fixed Term Contract – ending in February 2023. This role is funded by an ESF project within Berkshire |
| GRADE | 8 | SCALEPOINT | 29 (£29,214 per annum, pro rata) |
| RESPONSIBLE TO | Faculty Manager - Lifeskills | FTE | 0.6 |
| JOB PURPOSE | | | |
| <p>Working as part of the Berkshire Education Employer Partnership (BEEP) ESF project, to develop and manage the relationships with Berkshire employers and other stakeholders to promote positive outcomes for vulnerable and disadvantaged young people. This will include providing individualised intensive support to SEND young people to secure employer engagement opportunities, both with existing and new employers across Berkshire, but specifically with those close to our Reading and Bracknell campuses.</p> <p>These employer engagement opportunities will include the creation and oversight of Supported Internships with local employers. The role will ensure employers participating in the project are suitable and prepared for work with our SEND students and that all safeguarding, health and safety and data security policies are maintained.</p> <p>The post holder will form part of a wider multi-provider team delivering the ESF project and engage with the project's Brokerage Service as well as providing evidence of employer engagement and best practise case studies into the central project team.</p> <p>The post holder will work to the Lifeskills Faculty Manager in Reading but will also support the wider aims of the project including routine engagement with similar roles in the project's other partner organisations in Berkshire.</p> | | | |
| MAIN DUTIES AND RESPONSIBILITIES | | | |
| <ul style="list-style-type: none"> Working with other BEEP partners to set-up a Berkshire wide special schools and college network to promote and deliver Supported Internships and other employability activities for SEND students across Berkshire – the role will help to initiate a one stop shop for education providers and local employers to maximise employability support for SEND young people. | | | |

- Through independent means, available local market intelligence and working with faculty teams and other BEEP partners to work with Berkshire employers to identify short term work experience and longer Supported Internships for SEND students at Reading and Bracknell campuses and supporting SEND students Berkshire wide
- To engage with employers via multiple communication channels (e.g. digital, telephone and networking events etc.) and create opportunities with employers for SEND students and more generally sell the benefits of working on the BEEP project
- To meet targets for these intensive interventions with SEND students which will be measured monthly as part of the BEEP project's performance criteria
- Work with similar job roles with other project partners and Adviza's (project prime contractor) own Intensive Support Team to promote positive employability outcomes to this student cohort across Berkshire
- To manage the participation of SEND students in other aspects of the BEEP ESF project, including participation in employability events and with support from Activate Learning's Careers team provide careers guidance for this student cohort
- Provide individualised intensive support to SEND students to help them access employability opportunities, ensuring their progress is regularly monitored and appropriate interventions are delivered
- To ensure employers are well prepared for these engagement activities and understand our organisation's policies and procedures for the protection and welfare of our students, working closely with other Lifeskills faculty staff
- To gather appropriate project information in an accurate, timely manner and GDPR compliant way and communicated to the ESF prime contractor to ensure project compliance and continued funding
- To encourage employers to utilise the project's Brokerage Service and receive and act on leads supplied from it in a timely manner.
- To act as an ambassador for the BEEP ESF project, selling its benefits to employers, staff, and students alike
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GROUP/ EMPLOYEE RESPONSIBILITIES

- To always work and act in accordance with the group's Vision, Values and Strategic Plan
- To demonstrate professional behaviour and appearance at all times
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested, including on occasions outside of normal business hours

| QUALIFICATIONS & EXPERIENCE | TECHNICAL COMPETENCIES /SKILLS | BEHAVIOURAL SKILLS |
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| <p><u>Essential</u></p> <ul style="list-style-type: none"> • An appropriate Level 3 or above qualification as a minimum • Experience of working with SEND young people in an educational setting • Experience and/or knowledge of specific barriers to learning in order to advise on reasonable adjustments and strategies to support students with additional needs • Experience of providing IAG to young people • Experience of developing and building new relationships with businesses • Strong negotiation and influencing skills, able think creatively to gain commitment to agreed plans and outcomes with businesses • Experience of working as part of a multi-discipline team and with others in partner organisations <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Holds a Level 6 careers IAG qualification, or willingness to develop these skills • Experience of working on outcomes-based projects • Experience of working in an educational environment and in promoting training and educational opportunities to employers | <p><u>Essential</u></p> <ul style="list-style-type: none"> • Competent in the use of IT to support the business processes including Microsoft Office applications • Excellent interpersonal and communication skills, both written and verbal • Numerate • Excellent team worker • Strong personal organisation skills, ability to prioritise and meet deadlines and project targets • Ability to use data to report outcomes in a clear and effect manner • Accurate and attentive to detail • Hold a driving licence and be prepared to travel to employer locations within Berkshire although these will be primarily focused on Reading, Bracknell, and Wokingham. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Previous use of Management Information systems / databases | <p>Display and role model the Activate Learning Standards of Behaviour:</p> <p>TAKE RESPONSIBILITY, doing what we say we are going to do by:</p> <ol style="list-style-type: none"> 1. planning ahead 2. staying focused 3. meeting agreed deadlines <p>EARN RESPECT, being positive with each other by:</p> <ol style="list-style-type: none"> 1. listening attentively 2. being honest <p>AIM HIGH, going further by:</p> <ol style="list-style-type: none"> 1. setting challenging goals 2. being resilient 3. improving continuously <p>MAKE IT HAPPEN, by:</p> <ol style="list-style-type: none"> 1. taking initiative 2. inspiring each other to meet all these standards <p>Committed to the development, engagement and continued learning of SEND young people.</p> |

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health & Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.