

VAL Jobs

SEND Co Design & Improvement Officer Fixed Term, upto 12 Months, 15 Hrs



Job description

Job purpose:

To lead a programme of work with parents, carers and young people, the Healthy Together staff, Designated Clinical Officer for SEND and adult services to ensure effective and responsive transitions for young people up to the age of 25 years, working closely with children and young people with SEND and their families to enable their views to inform practice.

To inform and ensure service improvement in the Healthy Together Programme team for children with Special Educational Needs and Disabilities that will result in improved identification, assessment and action planning in response to families' needs.

Responsible to: Team Manager, SENDIASS Leicester (Special Educational Needs and Disabilities Information, Advice and Support Service)

1.	Main aims of the role
1.1	To ensure Healthy Together Programme staff make best use of the assets within the wider voluntary and community sector to improve the outcomes of children and young people with SEND
1.2	To ensure SEND is reflected in all partnership working
1.3	To ensure access and inclusion for children and families with SEND to public health and wellbeing campaigns and outcomes
1.4	To actively participate in the development and application of new ways of working, implementing research based practice in order to promote ongoing care improvement
1.5	To build and maintain effective communication and working relationships with: <ul style="list-style-type: none">• LPT Clinical team leaders within localities• SEND Healthy Child Programme Nurse within localities• LPT Community development team• LPT Co design service• Service users, including parents/carers and children and young people• LPT Peer health champions network• Adult services within Adult Learning Disability division of LPT• LPT Care navigators• LPT Designated Clinical Officer and SEND lead• LPT Family Service Managers• LPT Transitions Lead• VAL Executive Manager• Voluntary and community sector• SENDIASS Team Manager

2.	Main activities of the role to deliver the aims
2.1	Provision of a written report for each neighbourhood/cluster twice a year that details progress in that area and will be used to support face-to-face contact with Neighbourhood/cluster teams, updating, engaging, and both celebrating their success and opportunities for improvement
2.2	Provision of a summary report twice a year to the Leadership of the Service that will include: <ul style="list-style-type: none"> • an overview of any organisation wide work/opportunities • a neighbourhood/cluster specific progress report • qualitative and quantitative data • staff and service user feedback future plans/next steps/opportunities
2.3	Lead a programme of work with parents, carers and young people, the Healthy Together staff, Designated Clinical Officer for SEND and Adult Services to ensure effective and responsive transitions for young people up to the age of 25 year
2.4	Maintain an active and representative service user led co-design group, which will inform the Families, Young People and Children's Services of Leicestershire Partnership NHS Trust regarding practice for children and young people with SEND and their families
2.5	Act as a clinical resource for 0-19 Healthy Together staff
2.6	Maintain effective communication with all stakeholders
2.7	Work collaboratively with the multi professional teams and stakeholders to ensure that education and development opportunities are provided to fulfil the duties of the role
2.8	Participate in supervision via agreed review and appraisal mechanisms that includes: <ul style="list-style-type: none"> • Undertaking the organisations' corporate and local induction maintaining learning and compliance with training requirements for the role Participation in regular supervision
2.9	Maintain all records/data that the role is responsible for or modifies ensuring they are current and accurate

3.	Supporting the development of VAL and its people
3.1	Be an effective ambassador and representative for VAL
3.2	Participate positively in the development of plans, projects, performance management and VAL organisational development
3.3	Actively participate in learning opportunities, including mentoring and peer learning to share and gain skills across VAL's people and keeping up to date with relevant changes in policy and practice

3.4	Build and maintain effective relationships with colleagues including working collaboratively across VAL
3.5	Be accountable to VAL and colleagues for your actions, actively supporting VAL's values
3.6	Support volunteers to deliver aspects of VAL's work
3.7	Ensure the health and safety of VAL's people and service users
3.8	Encourage and promote equality and diversity inside and outside of VAL
3.9	Carry out evening and weekend work as required
3.10	Undertake any other reasonable duties in line with the aims of the post

Person specification

The person specification sets out the essential qualities that we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include paid and voluntary work or other relevant life experiences.

Experience – both work and 'life' related	<ul style="list-style-type: none"> • A minimum of 1 years' work/volunteering experience with children/young people with SEND and their parents/carers • Experience of designing and delivering training sessions • Experience of collaborative working with individuals from partner organisations • Experience of working effectively with people from a range of backgrounds
Knowledge and understanding	<p>Ability to demonstrate a sound knowledge and understanding of:</p> <ul style="list-style-type: none"> • Disability and social inclusion • Safeguarding children and young people • SEND Reforms 2014 • 0-19 Healthy Together Programme • Community Development work • Transition to adulthood • Confidentiality & Data Protection <p>Potential service users of the Leicestershire Partnership Trust</p>

General and project management	<p>Ability to:</p> <ul style="list-style-type: none"> • Manage and deliver projects/services • Engage, motivate and support other people whilst maintaining a professional role at all times • Positively influence others (staff members, external partners) to achieve results that are in the best interests of the service users • Effectively problem solve <p>Use own judgement and initiative</p>
Managing, supporting and working alongside people	<p>Ability to</p> <ul style="list-style-type: none"> • Engage with parents/carers and partner agencies to ensure high quality service provision • Deal with service users at all levels with tact and patience • Work collaboratively with others as part of a team and with minimal supervision • Build sustainable and effective relationships with agencies to ensure inclusive and collaborative working • Build and maintain community relationships <p>Lead others</p>
Performance management	<p>Be able to:</p> <ul style="list-style-type: none"> • Work effectively under pressure • Handle conflicting demands efficiently in a professional manner • Consistently work to high levels of accuracy <p>Synthesise information and see connections</p>
Organisational skills	<p>Ability to:</p> <ul style="list-style-type: none"> • Take personal responsibility • Demonstrate a proactive approach to successfully planning and managing a varied and complex workload. • Prioritise demands <p>Organise, plan and prioritise own workload in order to deliver work within agreed deadlines</p>

Approach to work	<p>Ability to:</p> <ul style="list-style-type: none"> • Demonstrate a customer service focus, and a positive “can do” approach to all aspects of the role • Deal with difficult situations calmly and effectively • Be innovative whilst possessing the flexibility to meet the demands of a changing environment • Act as a catalyst for change, advocating for the needs of children and young people with SEND and their families • Be self-motivated and proactive • Be flexible and adaptable to meet the changing needs of the service • Work as part of a team • Act as a professional role model to all staff, clients/service users, carers and the public at all times <p>Maintain own professional boundaries and appropriately declare any conflicts of interest</p>
Presentation skills and oral communication	<p>Possess:</p> <ul style="list-style-type: none"> • Excellent communication skills both face to face, over the telephone and electronically • The ability to establish clear and effective communication with a range of stakeholders <p>A range of presentation skills that can be adapted in response to the needs of a diverse range of people in a variety of situations</p>
Written communication and developing information resources	<p>Possess:</p> <ul style="list-style-type: none"> • Excellent writing skills and experience of preparing and writing agendas, reports, presentations, letters and other documents • The ability to develop information and resources for service users, partner organisations and/or the general public <p>The aptitude for translating complex information into clear and engaging materials</p>
ICT skills	<p>Proficiency in the use of:</p> <ul style="list-style-type: none"> • ICT packages including word processing, email and internet, spread sheets and databases <p>Information technology to provide reports and evidence effectiveness</p>