



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### JOB DESCRIPTION

**POST TITLE:** Participation and Engagement Officer (SEND)

**GRADE:** Band 6

**RESPONSIBLE TO:** Participation and Engagement Lead

#### **RESPONSIBLE FOR:**

#### **Overall Objectives of the Post:**

To assist with the planning and delivery of the local area's Special Educational Needs and Disabilities (SEND) agenda; helping to ensure parents and carers of children and young people with SEND across the borough have a voice and are able to influence decision makers when issues are important to them.

1. Support the Council's Participation and Engagement Strategy by delivering a high quality offer to promote and enable parents and carers of children and young people with SEND's engagement and participation.
2. Lead on initiatives / projects which enable parents and carers to express their views on services and decisions which affect them, from high level strategic decisions, through to individual decisions.
3. Ensure that formal structures run effectively with reference to the Participation and Engagement Plan; are safe, creative and inclusive forums which retain a clear focus on the group's objectives and goals and deliver work which has impact for children and young people with SEND.
4. Work collaboratively with colleagues across the Council and Clinical Commissioning Group (CCG) to embed participation and engagement principles, raise the profile of the work and extend opportunities for colleagues to support participation and engagement.
5. Demonstrate an inclusive approach, ensuring that our participation offer engages parents and carers from a range of backgrounds, and with a range of experiences and needs.
6. To contribute to the effective implementation of service development and working practices to achieve the Council and CCG's priorities.

#### **Key Tasks of the Post:**

##### **1. *Promoting parents and carers participation and engagement. You will:***

- Put in place approaches designed to engage the widest constituency of parents and carers of children and young people with SEND, and support their involvement at all levels of Council and CCG planning and service delivery.
- Design and deliver creative approaches for engagement with parents and carers, a wide range of staff, Managers, Leaders and Members, to support increase engagement and influence.

- Promote the principles, work and achievement of the service both through a range of media and also through personal representation.
- Contribute to an effective communication and publicity strategy to promote and raise awareness of participation activity across South Tyneside, organising events and materials as required.
- Promote the Rights of the Child and a rights based approach.

**2. *Ensure parents and carers views have an impact on services and decisions. You will:***

- Lead consultation and engagement exercises including co-design parents and carers of children and young people with SEND, with a focus on the difference that engagement can make.
- Engage colleagues across the council and CCG in supporting exercises and projects, to ensure widest participation and a broad understanding across the workforce.
- Lead on refreshing the Local Offer to ensure it meets the needs of parents/carers and children/young people within the local area and the requirements set out in the SEND Code of Practice (2015).
- Collate and analyse feedback to provide a summary of views. Feedback outcomes to parents and carers through forums and/or social media channels.

**3. *Facilitate the participation of parents and carers in governance arrangements. You will:***

- Lead one or more key forums and ensure the forums are open, inclusive and safe spaces with continuous recruitment. Lead responsibility for annual planning.
- Ensure that forums establish and maintain positive relationships with key Council and CCG Members, and appropriate governance and decision making structures within the Council, CCG, Schools or other organisations which the forums wish to influence.
- Be responsible for planning events and activities offering positive opportunities and which are safe (including risk assessment).

**4. *Support the development of Participation and Engagement capacity. You will:***

- Work flexibly to support all areas of participation activity, this may include: helping to facilitate Participation Champions sessions or staff training.
- Promote good engagement practice through training, support and advice for colleagues.
- Liaise closely with a range of external organisations, particularly schools, CCG, parents/carers forums and SENDIASS to actively extend the engagement of parents and carers in key campaigns and projects.

**5. *Work inclusively and sensitively with cohorts and individuals including those who are vulnerable. You will:***

- Be responsible for ensuring and promoting the welfare of children and young people with SEND, including for groups and individuals; familiarity with South Tyneside's Safeguarding policy & procedures.
- Ensure that adults participating in engagement activities are clear about their role in providing a safe environment and support for children and young people with SEND.

**6. *General***

- To attend team meetings and participate in team development.

- To contribute to the implementation of monitoring and evaluation systems, which are robust and compatible with the quality audit inspection framework.
- To contribute to relevant national, regional and local initiatives.
- The development, dissemination and evaluation of innovative and creative practice in Children's Rights and Participation, which is concurrent with relevant theory and legislation.
- Responsible for carrying out all the duties of the job in accordance with the local authority's policies and procedures.
- To undertake such other duties as are within the scope of the job purpose, the title of the job and its grading.
- To take part in and prepare for supervision and annual appraisal with the Participation and Engagement Lead.
- Manage monies within the direction of the Participation and Engagement Lead.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to help, where appropriate and necessary, with the training and development of fellow colleagues.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

***Specific terms and conditions***

To achieve the best engagement with children and young people, a significant part of this work takes place outside of "normal" office hours. The role holder is expected to routinely work one evening per week. The pattern of working hours will be agreed. Weekend work will be subject to TOIL.

Reference: AR/CL

Date: 6.02.20