



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton-on-Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Apprentice Rehabilitation Officer – Visual Impairment

Vacancy ID: 010889

Salary: £18,065 Annually

Closing Date: 23/02/2020

Benefits & Grade

Grade C

Contract Details

Fixed Term 2 Years whilst undertaking the apprenticeship. Upon successful completion, applicants will offered a permanent position as Rehabilitation officer.

Please note due to the duration of the post and the opportunity available upon completion, secondments will not be accepted.

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description:

The Council is offering an amazing career development opportunity for an individual to train through an Apprenticeship route to become a qualified Rehabilitation Officer (Visual Impairment) within Adult Services.

We are looking for an enthusiastic, motivated and committed individual who wants to make a difference and support the residents of our borough.

You will work in partnership with adults, carers and families in a range of different settings to support and promote positive change in people's lives in order to improve their wellbeing and independence.

You will learn to enable individuals with a visual impairment to be able to manage their mobility safely in the community, and provide support for them to manage everyday living tasks.

During your Apprenticeship you will be allocated to work across Adult Services in order to gain a wide understanding of Social Care Services.

The anticipated start date for this Apprenticeship is September 2020 subject to University enrolment.

Applicants must be available to attend a selection day at Birmingham City University on either Thursday 27 March or Thursday 18 June 2020.

Apprenticeship Qualification:

You will be committed to work towards a Degree in Rehabilitation Work (Visual Impairment) through an Apprenticeship route, allowing you to combine work and study, mixing on-the-job training with University learning. The course is delivered through 7 block teaching weeks throughout the academic year.

It is envisaged that Birmingham City University will be the nominated training provider for this Apprenticeship opportunity. Travel and accommodation will be provided.

Applicants must be available to attend Birmingham City University on the following proposed teaching weeks:

- 07 to 11 September 2020
- 12 to 16 October 2020
- 23 to 27 November 2020
- 04 to 08 January 2021
- 08 to 12 February 2021
- 22 to 03 April 2021
- 10 to 14 May 2021 – Assessment week groups A & B
- **Or** 17 to 21 May 2021 – Assessment week groups C & D

Future Prospects:

Upon successful completion of the apprenticeship, you will be offered a permanent 37 hour Rehabilitation Officer position with the Council.

Essential Requirements:

All candidates must meet the essential requirements set by both Stockton-on-Tees Borough Council and Birmingham City University which are outlined in the Person Specification. Please provide detail of how you meet the essential criteria on your application form.

All candidates must have evidence of a GCSE at grade 4 or above in English Language or equivalent e.g. GCSE grade C, Key Skills Level 2, Adult Literacy Level 2 or CSE grade 1 will be accepted.

The University has confirmed that applicants need 48 UCAS tariff points for this course. To assist with calculation of UCAS points see: <https://www.ucas.com/ucas/tariff-calculator>

For further details of the essential criteria please visit <https://www.bcu.ac.uk/courses/rehabilitation-work-visual-impairment-fdsc-2020-21>

Any offer of employment is subject to acceptance on the University course by Birmingham City University

Application Process:

To apply for this opportunity you must first submit an application form to Stockton-on-Tees Borough Council. An online application form is available from www.stockton.gov.uk/jobs.

Successful applicants will then need to secure a place on the degree course with Birmingham University via a further application and interview process.

If you would like an informal discussion about the post, please contact Angela Connor, Operational Lead on 01642 526156.

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults & Health		Service Area: Adult Services	
JOB TITLE: Apprentice Rehabilitation officer			
GRADE: C			
REPORTING TO: Operational Lead			
1.	JOB SUMMARY: Work towards completion of a Degree in Rehabilitation Work through an apprenticeship route whilst gaining work experience in a social care setting. Work in partnership with adults, carers and families in a range of different settings to support and promote positive change in people's lives in order to improve their wellbeing and independence. Develop professional judgement and build relationships with a variety of individuals and communities, as well as with a wide range of other professionals and agencies.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	To be committed to safeguarding the residents of Stockton-on-Tees and work with them in the community to support them in meeting their identified needs	
	2	To ensure all work is completed in a personalised and restorative way	
	3	To complete a range of assessments, depending on the persons needs, in conjunction with appropriate staff from other teams and / or agencies in accordance with agreed policies, procedures and guidelines	
	4	To provide factual information and contribute to multi agency reports, expressing an opinion in writing	
	5	To produce support plans appropriate to meet a person's assessed needs	
	6	To take responsibility for managing a case load.	
	7	To be able to work autonomously under regular supervision from the team manager	
	8	To carry out lead responsibility for specific tasks as directed by the Team Manager / Senior Practitioner	
	9	To actively seek support services in the community and establish training for clients to access to promote independence.	
	10	To undertake and study diligently, to complete the degree in rehabilitation and any other training deemed necessary to meet the duties and responsibilities of the post	
	11	To work closely with internal services, partnership organisations, and the voluntary and independent sector	

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for ensuring continuing professional development and adhere to professional standards as set by the professional regulator

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated February 2020

PERSON SPECIFICATION

Job Title/Grade	Apprentice Rehabilitation officer	Grade C
Directorate / Service Area	Adults & Health	Adult Services
Post Ref:	POS010531	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Minimum of 48 UCAS points (see https://www.ucas.com/ucas/tariff-calculator to assist with calculation)</p> <p>Plus one of the following:</p> <ul style="list-style-type: none"> • Level 3 NVQ or Diploma or equivalent (full award) • 2 or more A-Levels (DD/48 UCAS tariff points) or a BTEC ordinary National Diploma • Level 2 NVQ or Diploma (full award) plus a written paper (details of content will be provided by the Admissions Tutor post application) • 5 GCSE passes at grade 4 (grade C) or above plus a written paper (details of content will be provided by the Admissions Tutor post application) <p>OR</p> <p>For applicants with relevant and significant work experience in the disability sector there is the option to complete a written paper (this will be set by the Admissions Tutor following receipt of an application).</p>		<p>Application form</p> <p>Certificates</p>

<p>Experience</p>	<p>Relevant and recent voluntary / personal / work experience with people with a visual impairment.</p> <p>Ability to work under own initiative and as part of a team</p>		<p>Application / Interview</p>
<p>Knowledge & Skills</p>	<p>Communication skills</p> <ul style="list-style-type: none"> • ability to communicate openly honestly and accurately • listening skills applying professional curiosity to evaluate and assess information to provide advice and support • Report writing <p>Evidence of IT competence – e.g. Microsoft Office (Outlook / Word / Excel)</p> <p>Effective time management and ability to work to deadline</p> <p>Excellent interpersonal skills</p>	<p>Knowledge of the Care Act 2014.</p>	<p>Application / Interview</p>
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council’s Behaviours which underpin the Culture Statement.</p> <p>Compassion, Dignity & Respect for others</p> <p>Resilience</p> <p>Commit to continuous learning and professional development</p>		<p>Application / Interview</p>
<p>Other requirements</p>	<p>Flexible working – to respond to the needs of the service / client</p> <p>The ability to travel independently for work and study purposes</p>		<p>Application / Interview</p>

Person Specification dated February 2020

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.