

Main purpose of job:

The Progression and Development Lead will focus on facilitating the transition of young people with SEND into meaningful paid employment. The role will focus on working with local employers, identifying opportunities for inclusive employment opportunities for our students. You will source and maintain a bank of local employers, promoting the benefit of hiring young people with SEND. You will be responsible for a team of job coaches and assistants focussed on personalised employment plans and successful transition.

Location: Swarthmore Education Centre

Responsible to: Education Manager

Hours: Permanent. 21.6 hours per week (3 days). Term Time Only (36 weeks).

Salary: Starting Salary £30,569.76 - £31,206.24 (pro rata)

Conditions: Swarthmore terms and conditions apply

The post holder will be expected to carry out her / his duties in the context of the Centre's Equal Opportunities Policy and Health & Safety guidelines.

Key Responsibilities:**1. Employer Engagement**

- Collaborate with local industry partners, businesses, and Local Authority to identify suitable job roles for supported work placements.
- Establish and nurture relationships with local employers to create a network of potential job opportunities.
- Assist employers in developing inclusive hiring practices and offer guidance on accommodating the needs of young people with SEND.
- Organise and deliver employer awareness sessions to highlight the benefits of hiring young people with educational needs.
- Coordinate job trials leading to paid employment opportunities and positive destinations.
- Work with the Department for Work and Pensions (DWP) to secure Access to Work funding to support learners into paid employment.
- Liaise with Pastoral Lead to ensure students' goals and aspirations are met.

2. Employment Pathway Development

- Lead and support a team of Job Coaches and Assistants in creating and implementing personalised employment plans tailored to each individual's skills, interests, and needs.
- Identify and develop employment opportunities that align with the strengths and abilities of young people with SEND.
- Facilitate job placements, internships and apprenticeships as key steps towards securing paid employment.

3. Support and Guidance

- Lead, guide and support a team of Job Coaches and Assistants in building strong partnerships with organisations that can enhance the employment programme.
- Oversee pre-employment training for young people, including CV building, interview preparation, and workplace skills development.
- Address challenges or issues in the workplace, working closely with Job Coaches, Assistants, employers and employees to find solutions.

4. Monitoring and Evaluation

- Track and monitor the progress of each individual and ensure the success of employment placements.
- Maintain comprehensive records of employment plans, interventions, and outcomes.
- Prepare detailed reports on employment outcomes and programme effectiveness for internal and external stakeholders.

5. Advocacy

- Advocate for the rights of young people with SEND to access meaningful employment opportunities.
- Ensure that young people's voices are central in decisions regarding their employment pathways.
- Collaborate with policymakers and community organisations to improve employment access for individuals with SEND.

6. Training and Development

- Provide training to staff and partners on best practice for supporting young people with SEND in the workplace.
- Stay informed on industry trends, employment laws, and best practices in inclusive employment.
- Engage in professional development opportunities to enhance relevant knowledge and skills.

Qualifications & Experience

Criteria	Essential	Desirable
A minimum A level or equivalent education	x	
Relevant qualification in career guidance, employment services, or special education		x
Teaching qualification		x
Experience of leading and managing small team, supporting skills development	x	
Knowledge of local labour markets and employment opportunities		x
Experience of working with employers	x	
Experience of working within a charity		x
Experience in supporting individuals with SEND, particularly in the context of employment or vocational training.	x	
Experience of delivering outstanding lessons and achieving excellent outcomes for students		x
Familiarity with the Education Inspection Framework		x
Strong knowledge of employment law, particularly as it relates to individuals with disabilities.	x	
Experience working in human resources, recruitment, or a similar field with a focus on diversity and inclusion.		x
Familiarity with assistive technologies and workplace accommodations that support individuals with disabilities		x

Skills

Criteria	Essential	Desirable
Excellent communication and negotiation skills, with the ability to engage effectively with employers, young people, and other stakeholders.	x	
Strong organisational skills and the ability to manage multiple projects simultaneously.	x	
Ability to prioritise conflicting demands	x	
Experience of using Office 365 and Google suite		x
Excellent written and verbal communication skills	x	
Excellent attention to detail		
Strong interpersonal skills with the ability to build relationships with different stakeholders at all levels		
Ability to research, collate and present information succinctly		
Ability to record accurate information on a variety of platforms - spreadsheets, databases		
Commitment to safeguarding, health and safety, data protection, and equal opportunities		
Good understanding of autism and/or learning difficulties	x	
Ability to develop and implement appropriate student performance monitoring systems	x	

Personal characteristics

Criteria	Essential	Desirable
Self-motivated, forward thinker, who proactively seeks opportunities and proposes solutions	x	
Willingness to contribute across all aspects of the Centre	x	
Confident and positive attitude	x	
Thrives in environments of variety and change	x	
Adaptable and able to respond to unexpected events	x	
Ability to balance multiple conflicting priorities	x	
Friendly and professional demeanour	x	
Highly motivated and committed to working as part of a team	x	
Diplomatic and discrete with an understanding of confidentiality and the ability to exercise good judgement in a variety of situations	x	
Commitment to the mission and ethos of Swarthmore Education Centre	x	