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## Skills and Employability Adviser (SEND Specialist)

**Salary:** £23,225 to £28,316 pro rata (depending on skills and experience)

**Location:** Hastings, East Sussex

**Contract:** Fixed Term, Full or Part-Time

**Reports to:** YES Team Leader

### Job Purpose:

- To work young people from Year 11, who attend special schools and mainstream schools in the county, supporting them with successful transition from secondary education into Year 12. Undertaking assessments, sharing information from the school, and parents or carers, to identify needs, or barriers to enter and sustain post 16 provisions.
- To work in line with the processes of the Assessment and Planning Team and the named Education Provider in accordance with statutory guidance as detailed in the SEND code of practice and undertake co-located working, building positive working relationships, attending team meetings, relevant training, and inputting into relevant databases.
- The Postholder will also work closely with post 16 providers to identify young people who have not attended their named placements or who may be at risk of withdrawing and to intervene and support them back into education.
- For young people in Year 14 and above, the adviser can offer information, advice, and guidance as a brief intervention, providing a new referral into the service has been made, and where resources allow.

### Main duties and responsibilities:

- Support a case load of young people aged 15 to 18 with SEND / EHCP who are NEET (not in education, employment, or training) or at risk of NEET with their transition into post-16 provisions.
- Support young people with an EHCP in Year 14 and above as a brief intervention.
- Liaising and communicating with schools to identify students from Year 11 who will benefit from 1:1 transition support and are at risk of NEET.

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- Champion and promote SEND specific opportunities and resources with the caseload and partners / stakeholders
- Maintain regular and consistent contact with identified young people to gain their trust and to ensure effective caseload management.
- Assess, action plan and review to make sure that appropriate support is made available and evaluated for young people on caseload.
- Contact young people via various methods to identify their destinations including ensuring that 16 and 17-year-old young people, have a September Guarantee.
- Ensuring accurate and timely client record keeping using relevant client database(s).
- Develop and maintain knowledge of local labour market information, opportunities, and welfare reform to aid young people's progression.
- Prepare for and contribute to Line Management Supervision, appraisal, and caseload management reviews.
- Encourage the voice and influence of young people in design and delivery of services.

**All appointees will be subject to an Enhanced DBS Check.**

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## Person Specification

	Essential	Desirable
<b>Qualifications and Training</b>		
Maths and English GCSE grade C or above (or equivalent)	X	
A commitment to undertake all necessary training for the role	X	
Minimum of IAG Level 4 qualification <b>or</b> willingness to work towards and relevant experience	X	
Relevant qualifications at level 3 or above		X
<b>Knowledge and Experience</b>		
Experience of Microsoft products and ability to use them effectively, including Outlook, Excel, Word, and PowerPoint	X	
Extensive, demonstrable experience within a youth employability setting		X
Experience of working with vulnerable young people to achieve positive outcomes	X	
Understanding and knowledge of Educational Health Care Plans and the SEND Code of Practice	X	
Demonstrable ability to exchange varied information orally or in writing with a range of audiences, using advisory, negotiating, or persuasive skills where necessary	X	
Demonstrable ability to set objectives for themselves and others in both the short and medium term	X	
Experience of safeguarding situations within a young people's service	X	

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<b>Personal Skills &amp; Attributes</b>		
High level of organisational skills, <b>efficient</b> and results orientated with good time management.	X	
Ability to work constructively as part of a team and independently. Creative and driven. Can display <b>innovation</b> .	X	
Ability to build effective and professional relationships with partner agencies and organisations. <b>Transparent</b> and personable. Confident and <b>passionate</b> about inspiring people.	X	
Trustworthy and <b>honest</b> . Can be relied upon to work with <b>integrity</b> to support the wider team's success.	X	
Excellent oral and written communication skills	X	
Ability to effectively evaluate own performance in light of feedback	X	
Flexible and adaptable	X	
<b>Other</b>		
Full driving licence and use of a vehicle	X	
No criminal convictions that would affect the ability to work with children and young people. Appointment subject to an Enhanced DBS check.	X	
Ability to work evenings / weekends when required	X	

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