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JOB PACK:

SEND Lead (Post-16 Higher Needs Provision)

Apply by Midnight, Sunday 11th April 2021

- Part Time, 22 hours per week, working across a full calendar year
- Supported Employment programme, including Functional Skills, Young People (age 16-24) with SEND
- Working across Medway, Swale, Gravesham
- Fixed Term Contract for 1 year
- Immediate start (for the right candidate, there is some flexibility to wait for notice period to be worked)

Background to this job

The bemix Supported Employment project has been going through a steady and exciting period of growth and development over the past few years. We are presently supporting 52 young people, aged 16 to 24 years, with SEND.

We now have a fantastic opportunity for an experienced SENCo with Qualified Teacher Status (or QTLS) to join us as a SEND Lead, as we embark on the next stage of progression. We plan to deliver a brand new Preparation for Employment



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programme, from September 2021. This programme will run alongside our current one year Supported Employment programme. Our ultimate goal is to inspire, enable and support more young people with learning difficulties and /or autism to achieve sustained, local, paid work.

“I loved working with bemix. They supported me in the way I needed and were always there for me and encouraging me to achieve my aspirations. They helped me get my dream job”. Oscar, a young person who was on the bemix Supported Employment programme in 2018/19

A Supported Internship is a powerful model of an education and employment programme that is proven to be effective at overcoming the many barriers young people with learning disabilities and/or autism face with employment. You can watch a short film about the bemix Supported Employment programme here: [bemix Supported Employment film](#).

Further background reading:

[Supported Internships](#)

Although it is a learning programme funded by the Education and Skills Funding Agency, it should not be seen as a College course in the traditional sense. Students need to experience the difference. This plays out in features like students applying for time off, with different leave entitlement to school holidays. It will also mean on-the-job learning takes place alongside functional skills within a classroom setting. We have found many disadvantaged young people are alienated from school and college, and need a workplace in which to thrive.

All young people participating in the Supported Employment programme have an Education, Health and Care Plan (EHCP). Part of this role will be ensuring that young people's Special Educational Needs are effectively supported across the curriculum. We (bemix) all work together to ensure a supportive learning environment for our young people with small class sizes and with TA support to provide individualised learning.

This role needs someone who enjoys forming positive relationships with young people and the wider team and who is energised by seeing peoples aims,



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ambitions and voice heard. Someone who can confidently adapt to changes and challenges and who has Qualified Teacher Status, along with significant proven experience of SEND leadership. This role requires someone confident in delivering training and development across the team, with the goal that at the end of the contract the team, as identified, will be able to perform the different parts of the SEND Lead role. The aim is that this role upskills the team and leaves a legacy of skills and knowledge to deliver quality SEND support to young people.

You will be part of a team that is very supportive and nurturing, where your skills, experience and contributions will be valued and can help shape the future and quality of the programme.

Someone who is resourceful and engaging with a good sense of humour, dedication, flexibility and resilience, will thrive in this role.

‘‘I joined bemix two years ago as a NQT. They are a wonderful organisation to work for with a positive attitude and sound ethos towards the people they work alongside. All colleagues have been very supportive and nurturing towards me in my new role and have helped me to continue to develop in my professional skills. I feel a valued team member and have a great work life balance. I am truly thankful for the opportunity to be able to be a part of a young person's journey through their supported internment placement alongside being able to perform a job I love’’ Emma, Functional Skills Teacher with bemix:

About bemix

We are people with and without learning difficulties and/or autism, working and learning together. Whether it's to be seen working, be heard campaigning or belong to a friendly group of people, people achieve their goals with bemix.

We support people with learning difficulties and/or autism to speak up, make choices and become powerful and influential. We support them to gain opportunities and become more independent in learning, housing, work, health, money, travel, leisure and relationships.

We support people to hear, respect and empower people with learning difficulties



and/or autism. We promote positive action to challenge negative attitudes about disability.

bemix has an exciting range of projects, which all offer the opportunity for new skills to be learnt and qualifications to be gained, including: supported employment, group based music and media and performing arts, Life Choices (individual holistic, progressive support), Eco Shed (woodwork) and Discovery Catering. We also have a vibrant and strong self-advocacy team, and have been actively involved in Transforming Care since 2014 when we began doing Care and Treatment Reviews for the NHS (National Health Service).

Watch our short film to find out more about the things we are involved with: [We are bemix](#)

Co-production is a core value and method for bemix. This means people working equally together to make the most of their respective experience and skills. A typical bemix project will be led by two people – one with and one without a learning difficulty. This values equally expertise gained from an individual, personal perspective and professional work experience and training. The approach taken to valuing and supporting young people with learning difficulties or autism in this project will be shaped by the leadership given by our Jobs Champion, which is a paid role for a colleague with a learning difficulty.

This role requires someone confident in delivering training and development across the team, with the goal that at the end of the contract the team, as identified, will be able to perform the different parts of the SEND Lead role. T

Job Description

Main aim: Working alongside young people, referring agencies, families and the bemix Teaching and Supported Employment team to ensure the aims, ambitions and SEND needs of the young people are heard and enabled so that a truly person centred, quality programme of education and support is experienced.



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During the year, train and develop existing colleagues SEND knowledge and skills, to enable the team to collectively take on the SEND Lead's duties at the end of the one year post.

Start date: Immediate start however, for the right candidate, we would be willing to wait for a notice period to be worked.

Hours: Working 22 hours per week (flexible, but regular hours during the week, including availability to work on Mondays each week). Working hours need to have flexibility to respond to tight deadlines with extra hours. This contract is for someone to work all year round (*not* just term time).

Salary: Competitive salary, negotiable with consideration to skills and past experience.

Salaries are paid in arrears on the 28th of the month for the work completed from the 22nd day of the previous month to the 21st day of the current month. This allows five days to prepare payroll.

Location: A combination of working from home as well as working from bemix locations (Medway, Swale and Gravesham), including visiting young people in the workplace.

We will provide a laptop and mobile phone to support remote working where necessary. There will be occasional travel to other bemix locations in Kent.

You will be able to claim for travel costs incurred during the working day using our expenses policy and procedure. However, we do not reimburse any travel costs for the first and last journey of the day that are to a bemix working base.

Duration: Fixed Term Contract for 1 year.

Probationary Period: 3 months.



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- Notice Period:** 2 weeks' notice during probation period to be given of intention to leave, following successful probation, eight weeks' notice to be given of intention to leave.
- Annual leave:** Generous 25 days per annum plus eight public holidays, pro rata.
- Other benefits:** Pension Scheme, employer contribution of 4% of pay (bemix is committed to contributing an employer pension amount that is above the Workplace Pensions National minimum requirement for employers).
- Line management:** Helena Jennings - Head of Supported Internships.

Main responsibilities:

- You will train identified colleagues in the team and develop their skills and knowledge to undertake the responsibilities listed in this role, with the aim that at the end of your contract the team is able to provide SEND functions with confidence and effectively meet the needs of young people. You will work alongside the Head of Supported Employment to identify how different aspects of the SEND Lead role can be delegated across the team when looking at planning and training.
- Working closely with the bemix Outreach and Engagement Lead on referrals of young people into the programme. Ensuring that young people's Special Educational Needs (identified in individual Education, Health and Care Plans) can be effectively supported across the curriculum and that the programme structure is right for them and is at the right time in their educational journey.
- Working together with the young people to ensure that their aims, ambitions and their voice is heard throughout their time with bemix, and that they have a truly person centred programme of SEN support.



- Working with the Senior Leadership team, the Supported Employment and Teaching team to ensure that every young person's voice is captured in the operational and strategic delivery of the programme. This includes regular written reporting as requested to the Management Committee.
- Developing exceptional, supportive professional relationships with the young people themselves, their families and/or guardians, referring agencies and external agencies, for example, with SALT (speech and language therapists), BSL (British Sign Language) supporters, mental health services amongst others.
- Participating in PEP (Personal Education Plan) meetings with young people in care, social workers and their carers to identify if their needs are being met. This includes upskilling existing members of staff by encouraging them to attend these, as part of their Continued Professional Development.
- Advocating on the behalf of young people and their families. With the confidence to manage, if they arise, complex situations with external agencies, in a confidential, empathetic, professional but sensitive manner.
- Participating in the enrollment of new starters, this includes capturing their special educational needs, any reasonable adjustments required and their communication and support preferences. You will be responsible to ensure the Young Persons Passports and the SEN register are completed, and working with identified colleagues to keep this information up to date during the academic year.
- Coordinating and leading Young People's annual reviews, these will involve the young person, their family members and/or Carers, bemix Teachers and any relevant colleagues in the bemix team and any external agencies such as social workers and local SEN teams. You will train and upskill teachers with the aim that they will eventually lead and oversee these reviews themselves.
- Ensuring that all EHCP's are carried out in line with statutory requirements, and as per the Local Authority's templates. Monitoring the quality of EHCP



reviews, Section F (provision plan reviews), ensuring standardisation. You will train teachers to effectively write and maintain up to date EHCP's and provision plan reviews, this includes the monitoring of the quality of plans and identifying any further training needs in the team.

- You will apply to local authorities for Element 3 (top-up) funding for individual support needs, as identified in the EHCP.
- Working with the Curriculum Lead and Teachers to ensure that Individual Learning Outcomes, Core-Placement Objectives, My Journey and My Goals are all aligned with the EHCP and delivering on outcomes. You will report back regularly to the Interim Project Lead and the Head of Supported Employment to support the operational and strategic aims of the programme.
- Helping to develop a new Wellbeing mentor programme planned to start in September 2021. Leading the wellbeing team and providing support, advice and guidance to the wellbeing mentors. Ensuring that any necessary training is undertaken and that the new provision is appropriately communicated to young people, parents/carers and the wider team. This includes monitoring the quality of this new programme and reporting back findings to the Head of Supported Employment.
- Leading and managing interventions that are in place for young people, this will include working alongside colleagues to implement interventions (linked to engagement, attendance, behaviour, attainment) and monitoring the outcomes. Ensuring that ongoing interventions are included in the EHCP reviews and provision plan reviews. This includes training up the wellbeing mentors and other identified members of the team to manage complex interventions.
- Participating in attendance review meetings and alerting the Head of Supported Employment (ad-hoc or via monthly Quality Monitoring meetings) if there are any risks of a young person becoming an early leaver of the programme.



- Acting as the main contact for Local Authorities, keeping them informed of any significant interventions/safeguarding concerns and risks of a placement ending early.
- Supporting staff with the strategy plans that are identified in the young people's EHCP, ensuring that they are equipped with the right skills, training and confidence to deliver them.
- Providing supportive line management for the Engagement and Outreach Lead, carrying out regular supervisions and annual appraisals.
- Identifying training or professional development needs of the team in relation to SEN support. Where appropriate, delivering the internal training or working with the Head of Workforce Development to source external training. Reporting training plans to the Head of Supported Employment.
- Actively participating in monthly Quality Monitoring team meetings and presenting feedback to the SLT (Senior Leadership Team) as required. Attending one QMT every 2 months, as a minimum.
- Engaging with the Quality Improvement Plan, identifying new measures and working to SMART timelines to achieve a positive impact and good outcomes for the young people.
- Developing a range of teaching strategies and equipment that could be utilised for young people with SEND. Implementing the most effective teaching methods for young people, removing barriers to their learning and examinations. Monitoring and evaluating the progress and success of the strategies. To achieve this you will work closely with the Interim Curriculum Lead to keep them updated with your work in this area.
- Ensuring challenging but realistic expectations of behaviour and achievement are set for students with SEND and working with teaching staff to realise these expectations.



- Safeguarding: Working alongside young people and their families/carers and any wider external agencies, to ensure that any safeguarding concerns and risks are effectively raised and monitored and the young person is safely supported. Following bemix Safeguarding Policies and Procedures and Keeping Children Safe in Education guidance.
- Attending Local Authority SENCo conferences to remain abreast of changes to processes and guidelines.
- As part of ongoing CPD (Continued Professional Development) and to share best practice, continuing to develop the established collaborative working practices that bemix have with other providers, as well as identifying new opportunities for collaboration.
- Actively participating with Ofsted visits, taking time off in lieu, should the visit fall on a non-contracted day of working.
- Supporting and undertaking any other tasks and projects as reasonably required to ensure that the young person's needs are met on the programme and they receive the best possible support.

Person Specification

Essential:

Qualified Teacher Status (QTS or QTLS) and experience teaching young adults, 16 years + with SEND, including young people with learning difficulties and/or autism.

Previous SEND Lead or SENCo experience.

Team player attributes.

Effective, proven line management experience. Able to lead and manage people to work effectively, both individually and in teams.



Confident IT user - familiar with Microsoft Office, online conferencing (Zoom) and Google Drive. Confidence and ability to learn new IT systems.

Enthusiasm to undertake CDP and take part in professional development training.

Effective communicator with the skills to manage complex situations and advocate on behalf of young people and their families/ carers.

Commitment and comprehensive understanding of protection and safeguarding of children and vulnerable young people and keeping young people safe in education.

Knowledge of the range and types of SEN interventions available.

Knowledge and understanding of current developments and best practice in SEN legislation and all aspects of inclusion and pastoral care.

Ambition, energy, enthusiasm, determination and drive to develop the role of SENCO.

A commitment to inclusive education and a willingness to respond to the needs of all learners.

Very important:

To be able to support people well and understand that people need different types of communication and support at different times.

Able to reflect, learn from mistakes and employ a growth mindset.

To have a good understanding of Health and Safety in the workplace and be familiar with writing or working from risk assessments.

To be able to respond to situations calmly and advocate on behalf of young people while valuing the needs of employers, resolving any issues or concerns where possible.

To be confident to work alone and as part of a team, and respond effectively and promptly to phone calls, emails and tasks.



To understand the importance of taking the time to get to know your colleagues' roles in the team and identify and be aware of when you need to work together to support a young person.

To have the confidence to ask for help, support or training when you need it, as this will enable you to do your role well.

Desirable:

SENCo qualification.

To have prior knowledge or experience of working in Supported Internships or Preparation for Employment or similar model of work-based learning.

To understand the law and government policies that relate to disability.

Previous experience of online collaborative platform [Podio](#)

If you feel that you have experience and enthusiasm to bring to this role, then we would love to hear from you.

How to apply:

Complete the bemix on-line application form by following this link:

<https://www.bemix.org/apply-for-a-job>

Apply by: Midnight, Sunday 11th April 2021.

Shortlisting date: Monday 12th April 2021.

We will contact you (by email) by the end of the day on Tuesday 13th April 2021 to let you know whether you have or haven't been shortlisted for an interview.

Interview date: Friday 16th April 2021.

Location for interview: Remotely or face to face at one of the bemix sites.

For enquiries please email: recruitment@bemix.org



Information about bemix Safer Recruitment procedures

Every organisation that works alongside and supports children, young people and vulnerable adults is required to have policies and procedures to make sure those children and vulnerable adults are safe. bemix has robust recruitment and selection procedures in place to identify and deter people who might abuse others or are otherwise unsuitable for employment.

Please take the time to read our safeguarding statement which follows:

“bemix is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. We strive to ensure that consistent effective safeguarding procedures are in place to support families, children and staff in our projects and in work placements.

The Designated Safeguarding Leads (DSLs) are Helena Jennings – for young people and Steve Perry for Adults, who can be contacted directly or use the dedicated email: safeguarding@bemix.org

bemix has policies and procedures in place which all colleagues are expected to work alongside, to deal effectively with child protection, protection of vulnerable adults and safeguarding concerns. To support the training of colleagues, bemix offers a thorough induction into our policies and procedures and mandatory Safeguarding and Prevent training for all colleagues. Training opportunities are identified to ensure that colleagues are able to meet the needs of young people and adults, this includes Safer recruitment and Child Sexual Exploitation training.

All colleagues working alongside bemix use a secure platform (Podio) to record safeguarding concerns, with the DSLs ensuring relevant colleagues only have access to the entry in line with GDPR and our Safeguarding procedures.

The Designated Safeguarding Leads oversee all active cases until closed. All bemix colleagues are responsible for and take an active role in Safeguarding, and where identified work with young people / adults, families and external agencies until a



Safeguarding concern is closed. bemix will refer all safeguarding concerns to the relevant local authorities safeguarding team and work with young people, adults and families to understand the actions taken, and to maintain a supportive working relationship.

To promote a safe environment for young people and adults at bemix, our selection and recruitment policy includes all statutory checks on staff and regular volunteers including Enhanced DBS (disclosure and barring service) checks as well as seeking references from previous employers.

Attendance is monitored closely and concerns are shared as appropriate with everyone involved, from young people, adults and parents/carers, Social Care and the school Safeguarding Team.

If you have any serious concerns about someone that attends any bemix projects please do not hesitate to contact a member of the Safeguarding Team who will be able to provide you with the best advice and help using the appropriate degree of confidentiality”

Criminal Record Self Disclosure

As part of our Safer Recruitment procedure and to comply with Keeping Children Safe in Education, it is the policy of bemix that all applicants will be required to complete a Criminal Record self-disclosure form as part of the application process. This is a declaration that states that there is no reason why someone applying for a job role with bemix should be considered unsuitable to work with children or vulnerable adults. The self-disclosure form invites candidates to provide details of all unspent convictions, spent convictions and cautions that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. Candidates are not required to disclose anything that would currently be filtered from the Police National Computer by the Disclosure and Barring Service. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

The Criminal Record Self-Disclosure form is confidential and will not be seen by



recruiting managers unless the applicant has been successfully short-listed for the vacant post.

Failure to declare relevant information may disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice. All applicants are required to sign and date the declaration.

Completed self-disclosure forms are returned electronically and stored securely, in a confidential on-line workspace. All information provided will be treated as confidential and managed in line with relevant information/data protection legislation.

See appendix 1 for an example of the self-disclosure form.

DBS

An enhanced DBS will be applied for in the following situations:

- Whenever a new person joins the workforce (including if they have an in-date certificate from another organisation, exceptions may be made in some circumstances if that person is registered with the update service).
- Whenever a new person joins bemix as a volunteer.
- When a workforce member or volunteer's most recent certificate is 3 years old.

Overseas good conduct check

Good conduct overseas checks are required for any workforce member that is joining and working within the Supported Internship team. This is an Ofsted requirement, and is part of the 'Single Central Record' pre-employment checks that we (bemix) have to carry out for new members joining the workforce.



When people apply for a new job role with bemix, they complete the standardised bemix application form, which asks if someone has worked or lived overseas for 3+ months. If they answer yes to this question, then further details should be supplied (by them). If an offer of employment is made, then we (bemix) will need to give the candidate information about applying for 'Good Conduct Overseas Checks'. These are necessary for each Country that they lived/worked in. More information can be found here:

www.gov.uk/.../criminal-records-checks-for-overseas-applicants.

The 'Good Conduct Overseas Check' applications must be made and paid for (some Countries do not charge a fee but others do) by the individual themselves (bemix are not authorised to apply for them on someone's behalf). bemix will consider reimbursing 50% of the cost of the overseas check. Some Countries allow the checks to be applied for on-line and others require the person to make an appointment with the Embassy or High Commission Office, for an in-person application.

Right to Work

In order to comply with the Asylum and Immigration Act 1996 – Prevention of Illegal Working –candidates invited to interview will be asked to bring certain documentation to the interview which shows their eligibility to work in the UK. No offer of employment can be made unless one of the original documents listed on the Home Office Right to Work Checklist is produced. The candidate's original documents must be checked, and a signed and dated copy retained in line with bemix's recruitment and retention policy. The Home Office Right to Work Checklist shows the acceptable identity documentation as currently defined by the Home Office and further information on establishing an individual's right to work can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right to Work Checklist.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right_to_Work_Checklist.pdf)

Referencing

It is bemix's policy to request references from current and former employers, following a successful interview. A conditional offer of employment may be made,



and this will be on condition of satisfactory references and Enhanced DBS being applied for and received by bemix.

See appendix 2 for example of the reference request template bemix will send to current and past employers.



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Appendix 1. Example of Self-disclosure form for posts involving contact with children and vulnerable adults.

All fields to be completed in full and set as required when using in type form format.

Part one

SELF-DISCLOSURE FORM FOR APPLICANTS FOR POSTS INVOLVING CONTACT WITH CHILDREN AND VULNERABLE ADULTS

bemix is committed to safeguarding children and vulnerable young people and adults from physical, sexual and emotional harm.

As part of our Child and Adult Safeguarding Protection Policy, we require applicants for posts involving contact with children and vulnerable young people and adults to complete this self-disclosure form. This is a declaration that all candidates sign, stating that there is no reason why they should be considered unsuitable to work with children or vulnerable adults. All information will be stored securely and confidentially and will only be read if you are shortlisted for an interview.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

WHAT IS YOUR FULL NAME?

Part two

Have you ever been convicted of any criminal offences?

Yes

No

If Yes, please supply details below of any criminal convictions, including dates:

Note: You are advised under the provisions of Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974



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(Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, warnings and reprimands.

Part three

Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children or vulnerable young people or adults?

Yes

No

If Yes, please supply further details below:

Part four

Have you ever had any disciplinary sanction relating to child or adult abuse?

Yes

No

If Yes, please supply further details below:

Note: Please check that if you have answered Yes to any of the questions above, that you have also given sufficient details relating to your answer.

Declaration

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I understand that I will be asked to apply for a Disclosure Barring Service (DBS) check and consent to do so.

I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signature

Date



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Appendix 2. Reference Request template

example

Date

Dear (XXX insert referee name)

Re: (XXX insert candidates name)

Post applied for: (XXX insert the bemix Job role)

The above named person has provided your name as a referee.

We believe that everyone, regardless of having a learning difficulty and/or autism should 'be seen, be heard and belong'.

We support people to gain work and training opportunities and become more independent in learning, housing, work, health, money, travel, leisure and relationships.

We would be very grateful if you could provide us with as much information as possible to support this person's application.

If you could comment on the following points, it would be very helpful:

- The period of time they were employed – start and end date (if applicable).
- The job role that they held/ hold.
- Reliability.
- Suitability to work with people (including children and young people) with learning difficulties and / or autism in a supportive and equal way.
- To the best of your knowledge, has the applicant had any substantiated safeguarding allegations made against them?
- Suitability to work on their own initiative and as part of a team.
- Has the applicant been the subject of a disciplinary action in respect of which penalties or sanctions remain in force?
- To your knowledge, does the named person have any unspent criminal convictions?
- Any other thoughts or information you'd like to share with us.

Thank you for your assistance in responding to these points and we look forward to hearing from you by (XXX insert date). It would be helpful if you could draft the reference on headed paper and attach as a file when emailing to us.

Yours sincerely,

bemix



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