**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Migrant SEND Activities Coordinator  |
| Salary: | £30,559 - £33,366 |
| Grade: | 8 |
| Hours: | 37 hours FTC to 31 March 2026 – Secondment opportunity for internal candidates |
| Team: | Migrant Education, Employment and Adult Skills  |
| Service Area: | Education |
| Primary Location: | County Hall, New Road, Oxford, OX1 1NDPlease note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process |
| Budget responsibility: | None |
| Responsible to: | Migrant SEND, Early Years and Early Help Lead  |
| Responsible for: | n/a  |
| Political Restricted Post: | No |

## Job Purpose

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| *A brief overview of the key objectives of the job:*Oxfordshire is a large county with 12 towns and a major city centre, also with significant rural areas, necessitating the post holder to be an essential car user with their own transport. Migrant families arrive in Oxfordshire in order to resettle, be homed temporarily or to await asylum decisions. They are situated throughout the county, for some, in dedicated areas such as Ministry of Defence housing, and also in resettled homes, contingency hotels and dispersal accommodation.We are looking to recruit a Migrant SEND Activities Coordinator, whose main purpose is to support newly arrived SEND migrant children and young people across Oxfordshire so that they are able to fully access universal and specialist SEND services and activities. This is an operational role which requires you working across OCC Education, Social Care, SEND, SENDIAS and Disability teams, and the Oxfordshire Migration Partnership. It will also involve you working with Early Help and Early Years teams and providers, schools (both primary and secondary) and voluntary organisations. You will have a thorough understanding and experience of education in the UK, which should include the Early Years Foundation Stage, primary and secondary schools, 16-18 yrs legislation and Special Schools. You must have a robust understanding of SEND legislation, including processes and policy relating to EHCNA and the Oxfordshire Ordinarily Available toolkit. You will have an awareness of migrant groups including Afghan, Ukrainian, Hong Kong BNO, Asylum Seekers, and be able to respond to other migrant arrivals that might necessitate engagement. A vital aspect of the post is to promote good communication links with Migrant, Education and SEND activity providers throughout Oxfordshire including charities. You will work to the Migrant Education Strategic plan and contribute to Children’s Services and wider council priorities, including our focus on SEND process and delivery.We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempt from the Rehabilitation of Offenders Act will require a DBS from the Disclosure and Barring Service before the appointment is confirmed. |
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## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.* To work with migrant families to ensure they understand holiday provision and respite care, school-based enrichment, clubs, activities (both in school and in the community), including the role of voluntary providers. Work with Interpreters as necessary
* Face to face support with new migrant arrivals, building relationships to enhance parental engagement with local services and voluntary organisations, and to assist with the assessment of need and school placement
* Supporting migrant families to understand SEND legislation, universal and charitable provision in the UK, including specialist units in schools, special schools, SEND entitlement, SEND transport, etc.
* To manage a caseload of migrant SEND children for the facilitation and creation of holiday activities, ensuring accurate information regarding their needs for support, liaising with appropriate partners, securing funding including transport and adhering to all Health and Safety compliance
* To direct parents to universal services such as the Oxfordshire Local Offer and the Family Information Service
* To identify and advise on common areas of SEND need, such as Autism, ADHD etc.
* To have an awareness of social care systems such as Early Help, MASH referrals, Strengths and Needs, CIN, CP, TAF etc.
* To work in liaison with holiday activity providers and schools, making presentations to introduce considerations about newly arrived migrants as necessary
* To maintain accurate data relating to SEND migrants which can be cascaded to relevant teams to facilitate further support and reviewed to monitor impact of intervention
* Research and apply for various funding and grants schemes that migrant children/families might be entitled to for holiday or respite activity: Pupil Premium, HAF, Household Support fund, Education Welfare fund, Government grants and other funding streams – local and national and explaining the relevance of ILR and NRPF to each migrant group
* To have an awareness of best practice in schools regarding extra-curricular activities and other enrichment resources relevant to children with special needs. Promote these activities and facilitate with families.
* Contribute to the Schools Enrichment booklet in relation to special needs children’s activity
* To contribute to the Migrant Education team outputs by regularly producing updates, case studies and reports
* Maintain a self-starter attitude, swiftly identifying areas of need within the sector and implementing a plan of action to support SEND migrant young people
* Ensure full compliance regarding council processes including all Health & Safety, EVC, Service and Directorate requirements
* To assist the line manager with communicating any identified SEND needs with parents, providing education and ensuring understanding where necessary, and signpost to appropriate services and provision, whilst ensuring a sensitivity to cultural differences
* Any other tasks requested by your line manager within reason
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Two or more years of experience in a SEND specific role  | A, I |
| NVQ Level 3 in a relevant field | A, I |
| Current driving licence and own transport |  |
| Experience/sound knowledge in the field of education – primary/secondary/SEND/adult education level  | A, I |
| Experience of working with children, young people and their families – this may include as a teaching assistant, pastoral support, family support worker etc.   | A, I |
| Be highly organised and systematic in approach | A, I |
| Computer literacy – competent user of Microsoft Office suite and web-based tools for communication.  |  |
| Strong communication skills and significant experience of dealing with SEND children and their families | A, I |
| Be understanding and sensitive to the backgrounds and aspirations of people, mindful of their culture and circumstances  | A, I |
| Be solution-focused   | A, I |
| Use initiative and work independently   | A, I |
| **Equal Opportunities:** **Essential:** Demonstrable commitment to and understanding of the positive promotion of equality, valuing diversity and anti-discriminatory practice |  |
| Desirable Criteria | Assessed By: |
| Working with interpreters | A, I |
| Experience of working with migrant children and young people   | A, I |
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# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre-employment checks specific to this role are identified below (those ticked).

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| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

March 2024