



Job Description

Parents Programme Manager

Location:	Office based in Battersea
Salary pro rate:	£ 21,000 - £24,000 (dependent on experience)
Hours per week:	37.5 h/pw
CRB level:	Enhanced DBS/ Safeguarding certificate
Manager:	Director
Responsible for:	Leading the parent/carer service programme for families with children on the autistic spectrum (ASD) and with other social communication differences.

About Sen Talk

Sen Talk is a unique non-for-profit organisation based in Battersea with aims to provide better outcomes for children with special educational needs of school age. The organisation is dedicated to improving the emotional and social development of children with Autism Spectrum Conditions and Attention Deficit Disorders. The organisation sets out to challenge discrimination of children with disabilities and promote inclusion through its various projects and parental support programmes, as well as its vastly growing training and professional development offer.

About the role

The organisation is looking to expand their small team with the addition of a parent's service manager responsible for day to day operations of the parent's programmes and activities.

The right candidate will have experience working within a family support service role and understand the importance of inclusion, increasing opportunities for children with Special Educational Needs.

Main purpose of role

- Planning and delivering a high-quality parent support service for the parents and carers children with SEND
- Organising parent seminars, workshops and educational opportunities
- Managing family's casework and providing family support for parents and carers to increase emotional well-being for the entire family
- Working closely with statutory and non-statutory multiagency services, to include building and maintaining relationships with local schools and charities
- Advocating for education inclusion and organising

- Ensuring that the programme of activities delivered for parents is interesting, valuable and appropriate identifying and accommodating changing needs as necessary
- Ensuring the safety and well-being of all users, staff and volunteers through risk assessments for all activities, checking equipment, undertaking first line child protection measures and organising activities appropriate to the users at any given time
- Reporting and evaluating the parent’s programmes and activities to the Director regularly
- Managing projects and budgets effectively

Core skills/ working towards skills

Skills and experience- Desired (D) Essential (E)	
Excellent knowledge of Autism Spectrum Disorder and Attention Deficit Disorders	E
Good working knowledge of Pathological Demand Avoidance (PDA)	D
Excellent knowledge of Social Emotional Mental Health	D
Advanced understanding of Safeguarding children with disabilities	E
Experience of managing a team to delivery excellent service	E
Excellent understanding of Safeguarding practices	E
Proficient IT skills	E
3-year minimum experience working with children	E
Emphatic approach to working with families- non-judgemental attitude	E
Good understanding of Education Health Care Plans	E
Good understanding of SEND law and the Equalities Act	E
Previous experience of working with vulnerable families or children in need	E
Excellent communication skills- both written and verbal	E
Excellent planning and delivery	E
Excellent time keeping	E
Excellent organisation skills	E
Relevant SEND qualifications or additional studies	E
Desire to improve opportunities for children with SEND	E
Excellent professionalism	E
Creative skills	E

Deadline for application **14th February 2020. Applications must be received no later than 5pm.**

Interviews will take place on **24th February 2020.** Prospective candidates must be available to attend a formal interview on this date.

**All potential job offers are subject to a clear DBS check*

Application Form

Contact Details					
<i>Name</i>					
<i>Address + Postcode</i>					
<i>Telephone</i>					
<i>Email</i>					
Qualifications / Training / Education					
<i>Subject Studied</i>	<i>Qualification</i>	<i>Awarding Body</i>	<i>Name of College</i>	<i>Result</i>	<i>Dates</i>
Work & Voluntary Experience					
<i>Employer</i>	<i>Role</i>	<i>Main Responsibilities</i>	<i>Dates</i>	<i>Reason for Leaving</i>	

Why do you think you are suitable for the job as advertised?

Large empty rectangular box for writing the answer to the question above.

References (2 required)

<i>Name</i>	<i>Organisation</i>	<i>Telephone</i>	<i>Email</i>

I confirm that the details above are correct and true

Signed.....

Printed Name.....

Date.....

Sen Talk CIC's Equal Opportunities Monitoring Form

Sen Talk CIC want to make sure that it is an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. By completing this form, you are helping us improve our equal opportunities practice. We will separate this part of the form from the application form. It will not form part of the selection process. All information will be held confidentially.

Please tick the appropriate boxes:

1. How would you describe your gender?

Male Female Transgender Prefer not to say

2. What age group do you belong to?

16-24 25-34 35-44 45-54 55-64 over 65
Prefer not to say

3. How would you describe your sexuality?

Heterosexual/straight Gay man Gay woman/lesbian
Bi-sexual Prefer not to say

4. Do you consider that you have a disability?

Yes No Prefer not to say

5. Do you have a disability, as defined by the Disability Discrimination Act?

Yes No Prefer not to say Don't know

6. Do you consider that you have a long-term health problem?

Yes No Prefer not to say

7. How would you describe your religion or belief?

My religion or belief is _____
I have no religion or belief Prefer not to say

8. How would you describe your nationality?

Please describe _____
Prefer not to say

9. How would you describe your ethnic origin?

Please describe _____
Prefer not to say

Thank You.

Sen Talk CIC's Employment Self-Declaration and Disclosure Form

Name:	
Address and postcode:	
Have you ever been known to any Children's and/or Adult Services department as being a risk or potential risk to children and/or vulnerable adults?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children and/or vulnerable adults?	YES / NO <i>(if Yes, please provide further information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with Sen Talk's procedures, if required, I agree to undertake a DBS check and/or provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform Sen Talk within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people and/or vulnerable adults.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by Sen Talk to other persons or organisations in circumstances where this is considered necessary to safeguard other children and/or vulnerable adults.
Signature:	
Print name:	
Date:	

*All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

To apply for this position please complete the application form and monitoring form attached.

Application forms must be sent to Aisling Griffith via email: aisling@sentalk.org or can be posted to:

Sen Talk CIC
108 Battersea High Street
SW11 3HP

All job offers are dependent on a clear DBS check being completed