

Local Offer & PfA Event Coordinator

Full Time: 37 Hours (1FTE) permanent contract

Salary: Band 1B SP 16 £28540.15

Location: Cognus Office, Wallington (hybrid working with expectation of regular off-site meetings and community-based appointments. One day a week working out of the PfA Hub in Sutton)

An exciting opportunity has arisen for a Local Offer & PfA Event Coordinator to join Cognus on a permanent basis.

Cognus is about education – we exist to support schools, families, and children/young people to access, enjoy and thrive in educational settings in school and in the community.

Local authorities must publish a Local Offer. This sets out information in one place about the local provision available across education, health and social care for children and young people in their area who have SEN or are disabled. This is for both those young people with an Education Health & Care Plan (EHCP) and those with SEND needs and no EHCP. The Local Offer currently sits within the online [Sutton Information Hub](#).

The Local Offer has two key purposes:

- To provide clear, comprehensive, accessible and up-to-date information about the available provision and how to access it, and;
- To influence and inform provision so that we are more responsive to local needs and aspirations. By directly involving disabled children and those with SEN, and their parents, service providers will adapt and deliver better services.

Each year, the London Borough of Sutton proudly hosts a Preparing for Adulthood (PfA) event designed specifically for young people with Special Educational Needs and Disabilities (SEND). This event brings together a wide range of local services, organisations, and professionals to showcase the support available to help young people navigate their journey into adulthood. From education and employment to health, housing, and community life, the event offers a vibrant and informative space where young people and their families can explore opportunities, ask questions, and make connections that support their future aspirations.

This role will ensure that the two key purposes of the Local Offer are achieved through the coordination, collection, and dissemination of information via the published online Local Offer. The role will also ensure the effective planning and hosting of a PfA Event in the Local Area to ensure the availability of information for children and young people with special educational needs and disabilities (SEND) aged 0-25 years.

The role will be based out of the PfA Hub in Sutton one day a week to enable a direct interface with SEND families to facilitate the collection of feedback to inform the development of the Local Offer.

You will give us great commitment and in return we offer an excellent package including:

- i) Starting salary of £28540.15 per annum (Cognus Band 1B)
- ii) Workplace pension scheme 4% to 8% matched contributions
- iii) 28 days annual leave pro rata (plus Bank Holidays)
- iv) Regular manager support and supervision
- v) Hybrid and Flexible working – (hybrid working with expectation of regular off-site meetings and community-based appointments)
- vi) Staff benefits package, currently including Employee Assistance Programme, Perkbox and (upon completion of probation) Sovereign Healthcare Cashback plans
- vii) Staff Council, Staff Equality, Diversity and Inclusion group and Mental Health First Aiders to support wellbeing and inclusion
- viii) Cognus Coaching Programmes
- ix) An ambitious culture with friendly and supportive colleagues.

If you are interested and would like to be considered for this role, please apply to recruitment@cognus.org.uk completing the [Cognus-Application-Form](#) available on the Cognus website. In your application, include a supporting statement outlining how you meet the person specification and noting any relevant experience. CVs will not be accepted

The deadline for receipt of applications is 5pm on Friday 5th December. Candidates must be available for interview in person at our Cognus offices in Wallington on Wednesday 17th December.

Note, Cognus may choose to interview candidates in advance of this deadline depending on applications received. For an informal conversation about the role please contact Kate Leyshon, Head of Sutton Virtual School at kate.leyshon@cognus.org.uk.

At Cognus we recognise diverse talent comes from a range of backgrounds and experiences; this helps our organisation to thrive and better represent the communities that it serves. We would welcome any pre-application conversations to support a broader and more diverse range of applications to this role.

All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed prior to commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and the Local Safeguarding Children's Board.

We have several other roles we are recruiting to at different levels within Cognus. Please get in touch for an informal conversation about these and other opportunities if you or anyone else you know may be interested in working with us.

POSITION:	Local Offer & PfA Event Coordinator Full time 37 hours
DIVISION:	Sutton Virtual School
REPORTS TO:	Head of Sutton Virtual School
GRADE/PAY:	Band 1B SP 16 £28540.15

JOB SUMMARY:

The main duties and responsibilities of the postholder are indicated below although other duties of an appropriate level and nature will also be required.

1. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Cognus Limited, the School and Sutton Council's Safeguarding Children's Board.

2. Co-Produce the Local Offer in conjunction with key stakeholders

- a) Bring together professionals, parents, carers and young people to work collaboratively and co-produce the Local Offer
- b) Work collaboratively with local partners to plan and deliver events in Sutton that support the Local Offer agenda.
- c) Develop and maintain local area networks and act as a point of contact for updates and information
- d) To work out of the PfA Hub one day a week to enable direct co-production with SEND families in Sutton.

3. Plan and deliver the Preparation for Adulthood event in Sutton

- a) Work collaboratively with local partners to plan and deliver the Preparation for Adulthood event in Sutton each year
- b) Secure engagement at the PfA event from SEND schools and young people in the local area
- c) Ensure all appropriate event plans are fully risk assessed and safeguarding principles are applied at all times

4. Ensure the collection, content and accuracy of information published on the Local Offer

- a) Regularly review and evaluate website content for accuracy ensuring that it is up to date and relevant, and aligned to information on Cognus' website
- b) Regularly engage with agencies for information using a common framework for the Local Offer in line with the Special Educational Needs and Disability Regulations 2014
- c) Monitor the usage of the Local Offer website, monitor data, provide reports and present as appropriate
- d) To effectively communicate gaps in service and areas for development to stakeholders and decision makers
- e) Ensure the accessibility of comprehensive information for parents/carers and children and young people with SEND
- f)

5. Facilitate regular feedback on the offer ensuring local area needs are met

- a) Develop and maintain mechanisms to secure regular feedback from stakeholders
- b) To lead on the collection and analysis of feedback information and data received on the Local Offer and Local Offer website
- c) Ensure that feedback is secured regularly and used to inform offer and is published in an annual report

6. Promote the awareness and usage of the Local Offer

- a) Ensure effective use of communications including events, news stories, and social media
- b) Collaboration with Cognus Communications Working Groups and LBS Communications team

7. Carry out any other duties as reasonably required

REPORTS TO: Head of Sutton Virtual School

SUPERVISES: None

FINANCIAL RESPONSIBILITIES: No significant financial responsibilities. May be required to purchase materials or handle expenditure on off-site activities in the absence of the manager.

CONTACTS: Children and young people. Parents and carers. Schools and other professionals and organisations. Wider Cognus team. LBS web and communications teams.

GENERIC OBJECTIVES:

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care

GENERAL:

SAFER RECRUITMENT:

Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

PROCESSING OF DATA:

- a) You ("the employee") consent to the holding and processing of personal data provided by you to the Company ("the Company") for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure and action taken can include dismissal without notice.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.

COMPETENCIES:

The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required.

No	Description	Criteria
a.	Values safeguarding practices and the protection of children and young people, understands and engages with policies and practice to achieve this aim	E, S, I
b.	Excellent written communication skills, and the ability to communicate complex matters clearly and concisely	E, S, I
c.	Experience of using a wide range of IT packages in a business environment, including web content management system and to use these to deliver a cost-effective and customer-focused service	E, S, I
d.	Experience of planning, monitoring and evaluation of work to identify themes and trends and provide accurate reports	E, S, I
e.	Experience of planning events and completing risk assessments	D, S, I
f.	Ability to use the most appropriate style and method of communication with people at different levels inside and outside of the organisation.	E, S, I
g.	Values strong partnership working with parents, carers, children and young people, other agencies and professionals	E, S, I
h.	Strong organisation skills and ability to manage time effectively, to work on own initiative to manage and prioritise own workload, setting appropriate objectives and deadlines and attention to detail	E, S, I
i.	Ability to provide a customer-focused approach to service delivery, and participate in identifying and implementing opportunities for improving the service	E, S, I
j.	Willingness to undertake ongoing learning, training and development.	E, S, I
k.	Work independently and flexibly, able to re-arrange work in relation to changing priorities and to meet the needs of the business	E
l.	Honours and upholds the Company's Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times. Understanding of confidentiality, GDPR and information governance issues and how these are observed and maintained.	E

KEY:		D	Desirable	I	Evaluated at interview
E	Essential	S	Short listing criteria	T	Subject to test