

Habilitation Specialist

Part Time (0.5 FTE) | Permanent

Starting Salary: £33,149.62 (Band 2 SP 29 - 43) Full Time Equivalent

Actual Salary (0.5 FTE): £16,574.81 per annum

Location: Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ (with travel across the London Borough of Sutton)

Cognus Limited is a Local Authority Traded Company, which is commissioned by the London Borough of Sutton to provide education services to early years providers, mainstream schools and specialist education settings in Sutton. Wholly owned by the local authority, we deliver a wide range of high-quality services to deliver excellent practice that improves the lives of children, young people, and families in Sutton and beyond.

Why Join the HaVES Team?

The Hearing and Vision Education Service (HaVES) is a highly skilled and collaborative specialist team, recognised for its expertise in supporting children and young people with sensory needs. Working in partnership with families and colleagues across education, health and social care, the service delivers innovative, person-centred support across a range of settings, enabling high-quality practice that helps children and young people to thrive.

Empowering Independence. Transforming Lives.

At Cognus, we believe every child and young person with a vision impairment should have the opportunity to develop the confidence, independence and life skills needed to participate fully in education, their community and adult life.

We are seeking an enthusiastic and skilled **Habilitation Specialist** to join Sutton's highly regarded **Hearing and Vision Education Service (HaVES)**.

This is an exciting opportunity to work within a specialist multidisciplinary team supporting children and young people aged 0–25 with visual impairment, including those with complex and multiple needs. Through assessment, teaching and tailored intervention programmes, you will enable children and young people to develop mobility, orientation, independent living and social skills that support successful participation in everyday life.

Whether supporting a young child to navigate their school environment independently or preparing a young person for adulthood, your work will have a lasting impact.

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

- i) Starting salary of £33,149.62 FTE per annum pro rata (Actual Salary 0.5 FTE = £16,574.81 Cognus Band 2)
- ii) Workplace pension scheme 4% to 8% matched contributions
- i) 28 days annual leave pro rata (plus Bank Holidays)
- ii) Regular manager support and supervision
- iii) Flexible working arrangements, where appropriate and in line with the needs of the child/young person needs
- iv) Staff benefits package; currently including Employee Assistance Programme, life insurance, employee benefits platform and (upon completion of probation) health care [*Cognus reserves the right to adjust these additional discretionary benefits to improve the quality of its services provided, maintain affordability for the Company*]





and to ensure benefits remain fit for purpose with staff needs.]

- v) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion
- vi) Cognus Coaching Programmes
- vii) 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 with the completed [application form](#), downloaded from <https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/>, outlining your suitability. The deadline for receipt is: **09.00 on Thursday 9th July**. Candidates are requested to be available for an interview on **Tuesday 14th July**.

For an informal conversation about the role, please contact: **Jane Morgan, Head of SEND Support and School Improvement** Email: Jane.Morgan@Cognus.org.uk so a suitable time can be arranged for an informal conversation

All offers of employment are subject to successful completion of recruitment formalities, which include an enhanced DBS check. These checks must have been completed before the 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 Sutton's Local Safeguarding Partnership.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.



JOB DESCRIPTION

POSITION:	Habilitation Specialist
DIVISION:	Hearing and Vision Education Service
REPORTS TO:	Head of SEND Support and School Improvement
GRADE/PAY:	Band 2 (Starting £33,149.62) Actual Salary (0.5 FTE): £16,574.81 per annum
LOCATION:	Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

JOB SUMMARY

To provide specialist Habilitation assessment, teaching and support for children and young people aged 0–25 with visual impairment, enabling them to develop independence, mobility, orientation and life skills.

To work as part of Sutton's Hearing and Vision Education Service (HaVES), supporting inclusive practice, improving outcomes and promoting independence and participation.

PRINCIPLE ACCOUNTABILITIES:

Specialist Habilitation Support

- Assess the mobility, orientation and independence needs of children and young people with visual impairment.
- Plan and deliver individual Habilitation programmes.
- Teach safe travel, orientation, environmental awareness and independent living skills.
- Support access to school, home and community environments.

Assessment and Planning

- Undertake specialist assessments and reviews.
- Produce clear reports and recommendations.
- Monitor and evaluate progress against agreed outcomes.
- Contribute to EHCP assessments and reviews.

Advice and Training

- Provide advice to schools, families and professionals.
- Deliver training and awareness-raising activities.
- Promote understanding of Habilitation and independent living skills.

Multi-Agency Working

- Work collaboratively with QTVIs, health professionals, SENCOs and other agencies.
- Contribute to multi-disciplinary planning and reviews.

Service Development

- Support service evaluation and development.
- Maintain professional knowledge and registration requirements.



Safeguarding

- Follow safeguarding procedures and promote the welfare of children and young people at all times.

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 Baring 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.

PERSON SPECIFICATION

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 as necessary.

No	Description	Criteria
a)	Recognised qualification in Habilitation and Disabilities of Sight or equivalent recognised qualification	E
b)	Registration with the relevant professional body or ability to obtain registration	E
c)	Experience working with children and young people with visual impairment	E
d)	Experience of undertaking specialist Habilitation assessments and developing programmes of support	E
e)	Knowledge of mobility, orientation and independent living skills development	D
f)	Understanding of visual impairment and its impact on learning, development and independence	E
g)	Knowledge of the SEND Code of Practice and relevant legislation	D
h)	Ability to assess needs in educational, home and community environments	E
i)	Experience of delivering training and advice to professionals and families	E
j)	Ability to build effective relationships with children, families and professionals	E
k)	Ability to write high-quality reports and maintain accurate records	E
l)	Excellent organisational and time management skills	E
m)	Proficient in Microsoft Office and digital technologies	E
n)	Experience of working within a specialist sensory support service	D
o)	Experience of contributing to EHCP processes	D
p)	Knowledge of preparation for adulthood and transition planning	E/D

Key:	D	Desirable	I	Evaluated at interview	
E	Essential	S	Shortlisting criteria	T	Subject to test

