

Job Description

Job Title:	School Engagement Lead for the Partnership for Inclusion of Neurodiversity in Primary Schools
Reports to (job title):	Strategic Lead for Health Improvement
Line Manager to:	PINS practitioners

Job purpose

The **School Engagement Lead** for the Partnership for Inclusion of Neurodiversity in Primary Schools, you will lead efforts to foster inclusive educational environments for neurodiverse students.

This short-term role demands dynamic leadership, a commitment to diversity and inclusion, and the ability to coordinate diverse stakeholders.

You will oversee programme implementation, including promoting awareness, managing the governance board, producing reports, leading a team, recruiting schools, conducting needs assessments, and organising training programmes.

Importantly, you'll collaborate closely with the Essex Family Forum to ensure family perspectives inform and enrich our efforts during this engagement.

Key responsibilities

Promoting the Programme:

Raise programme awareness among schools, partner organisations, and stakeholders.

Engage decision-makers to advocate for neurodiversity inclusion in schools.

Collaborate closely with the Essex Family Forum to integrate family perspectives into our promotional efforts.

Coordinating the Governance Board:

Facilitate regular governance board meetings, fostering effective communication and collaboration.

Support board members in their roles, including agenda setting and follow-up actions.

Serve as a liaison between the governance board and stakeholders.

Ensure the voice of Neurodiverse children is heard and integrated within governance board discussions.

Producing Performance Reports:

Analyse data on key indicators and outcomes, preparing regular reports for stakeholders.

Highlight achievements, challenges, and recommendations for improvement.

Ensure that the Essex Family Forum's feedback and insights are reflected in performance reporting.

Managing a Small Team:

Recruit, onboard, and supervise a team to support programme implementation.

Provide leadership, guidance, and mentorship to foster a supportive work environment.

Delegate tasks effectively, ensuring team members are equipped for success.

Encourage collaboration between team members, Multi Schools Council, and the Essex Family Forum

Recruiting Schools and Conducting Needs Assessments:

Develop targeted outreach strategies to recruit schools for participation.

Coordinate comprehensive needs assessments.

Analyse assessment data to inform tailored interventions and support services.

Collaborate with the Essex Family Forum to ensure family perspectives shape our approach to recruiting schools and conducting assessments.

Organising Responsive Training Programme:

Design and deliver responsive training programmes tailored to school needs.

Collaborate with experts to develop high-quality training materials and resources.

Ensure training sessions are accessible and inclusive for all participants.

Incorporate feedback from the Essex Family Forum to enhance the relevance and effectiveness of training programmes.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none">• Inspire• Understand• Communicate	<ul style="list-style-type: none">• Challenge• Improve• Learn	<ul style="list-style-type: none">• Accountability• Involve• Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care

flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Experience:

Proven experience in programme management, preferably in the education sector.

Demonstrated ability to coordinate multifaceted initiatives and manage diverse stakeholders effectively.

Experience working with neurodiverse communities or a strong understanding of neurodiversity and inclusive education principles.

Leadership Skills:

Strong leadership qualities with the ability to inspire and motivate a team towards shared goals.

Effective communication and interpersonal skills, with the ability to engage with stakeholders at all levels.

Ability to provide direction, guidance, and support to team members, fostering a collaborative and inclusive work environment.

Project Management:

Excellent project management skills, including the ability to prioritize tasks, manage resources, and meet deadlines.

Experience developing and implementing performance metrics and evaluation frameworks to assess programme effectiveness.

Proficiency in data collection, analysis, and reporting to inform decision-making and continuous improvement.

Collaboration and Relationship Building:

Ability to work collaboratively with diverse stakeholders, including educators, policymakers, community members, and the Essex Family Forum.

Demonstrated ability to build and maintain positive relationships, negotiate effectively, and resolve conflicts constructively.

Experience engaging with families or caregivers of neurodiverse individuals, with a focus on incorporating their perspectives into programme activities.

Flexibility and Adaptability:

Flexibility to adapt to changing priorities, environments, and stakeholder needs.

Capacity to work effectively in a fast-paced, dynamic setting with competing demands and limited resources.

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Willingness to embrace new challenges and opportunities for professional growth within a short-term engagement.

Commitment to Diversity and Inclusion:

Commitment to promoting diversity, equity, and inclusion in all aspects of work.

Sensitivity to the needs and experiences of individuals from diverse backgrounds, including neurodiverse communities.

Understanding of the importance of family involvement and partnership in promoting inclusive education for neurodiverse students.

Educational Background:

Bachelor's degree in Education, Psychology, Social Sciences, or demonstrate experience

Employee signature

Manager signature
