



**Job Profile and Working for Stockport Council**

Our Council

Our employees are our **greatest asset**. We’re proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>

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| **Role:** |  | Co-Chair of the Preparing for Adulthood |
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| **Service Area:** |  | SEND and Adult Social Care |
|  |  |  |
| **Directorate:** |  | Services to People - Adults |
|  |  |  |
| **Salary Grade:** |  | Please see attached document. |

**About the Job**

**Main Purpose of the Job**

The main purpose of the job is to support the current chair of the Preparing for Adulthood group by co-chairing the meetings to ensure that actions important to children and young people with Special Education Needs and Disabilities are taken forward and actioned. The purpose of the meeting is to improve children and young people’s experiences as they progress into adulthood.

The Preparing for Adulthood meeting work is guided by the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25).

Preparing for adulthood means preparing for:

* moving into employment, training or higher education
* independent living including having choice, control and freedom
* having friends and relationships and being part of their communities
* being as healthy as possible

**Main Responsibilities**

* To work with the co-chair of the Preparing for Adulthood group to chair the meeting.
* With the co-chair to plan the meeting and make sure that it runs on time.
* Welcome people to the meeting.
* To listen to advocacy groups for people with SEND to understand what is important to them.
* To listen to and represent children, young people and their families with Special Educational Needs and Disabilities to understand what is important to them.
* Support to co-produce action plans and ensure actions are completed.
* Help to make sure that the information in the meeting is easy to understand.

**About You**

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise, and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions may also be broadly based on these criteria:

* You will live in Stockport
* Over 14 years old.
* Be good at listening to others
* Be willing to learn how to share what is important people with Special Educational Needs and Disabilities as they become adults.
* You do not need experience of chairing meetings.
* Be able to work within Stockport’s Values

You will be supported by Stockport Family and / or Adult Social Care because of your special educational needs.

**Stockport Values**





Easy Read Preparing for Adulthood Group Co-Chair Role Description

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| --- | --- |
|  | **We need a co-chair for the Preparing for Adulthood Group.**  A chair is someone who is in charge of a meeting. A Co-chair shares this job.  The meetings are being held to improve the lives of people with Special Educational Needs. |
|  | **Why become a co-chair?**  You can:   * Learn something new and gain skills from chairing. * Make services better for people with Special Educational Needs and Disabilities * Help to make Stockport a good place to live for people with Special Educational Needs and Disabilities * You will be an “Expert by Experience” for Stockport. |
| Image result for stockport family  [TextDescription automatically generated](http://www.healthwatchstockport.co.uk/)  14+ | **Who can be a co-chair?**   * You will live in Stockport * Be supported by Stockport Family and / or Adult Social Care because of your special educational needs. * Healthwatch Stockport will help with your payments for the work you do. * Over 14 years old. |
|  | **How Often are the meetings?**  The group meets once per half term. |
|  | **Co-Chairs Must:**   * Be good at listening to others. * Be willing to learn how to share what is important to people with Special Educational Needs and Disabilities. |
|  | **Experience**  You do not need experience of chairing meetings. |
|  | **Stockport Councils Values**  You will keep Stockport people at the heart of what you do.  You will work as a team with the partnership board members.  You will work with Ambition to make things better for people with Learning Disabilities  You will treat all members with respect. |
|  | **How often do I need to co-chair the meeting?**  The meetings are every half term.  You will need to meet with the co-chair before the meeting to agree the agenda |
|  | **Will I get paid?**  There are different rules depending on how old you are.  **If you are under 18:**  You can choose to receive vouchers or **not** to be paid.  You will receive a voucher for £15 for each hour.  Healthwatch Stockport will arrange this for you. |
|  | **If you are over 18:**  You can choose how you will be paid either in money or vouchers.    You can choose **not** to be paid or receive vouchers.    You can be paid £15 per hour, this will be money paid into your bank account or a voucher.  Healthwatch Stockport will arrange this for you. |
|  | **How do I apply?**    Fill in the application form.    Or    Make a video answering the questions on the form.      If you need help to apply please email    Claire at  [Info@healthwatchstockport.co.uk](mailto:Info@healthwatchstockport.co.uk)    **OR**  Telephone Claire at Healthwatch on:  0161 974 0753 |