

Job Description

**Post Title: MGL - Project Search Supported Internships**

**Salary Range: HS027 – HS038**

**(£23,950 – £33,353)**

***Job Purpose:***

To teach and support a cohort of learners with EHCPs, from recruitment to successful and timely completion of their supported internship whilst building effective relationships with employers, supporting economic growth and enhancing the reputation of the College.

***Duties and Responsibilities:***

* Undertake an annually agreed teaching commitment.
* Co-ordinate and Course Lead the Project Search Supported Internship provision.
* Develop skills and provide internship sites for interns resulting in paid employment of 16 hours per week or more for at least 60% of interns in line with guidance from Project Search.
* Recruit and induct learners from a range of sources in partnership with the Local Authority.
* Identify internship sites within the host business with support from Project Search so that students can participate in a variety of work experiences in order to build marketable, competitive skills and leading to employment.
* Plan with students, families, and support services to determine career interests, specific job preferences (hours, location, etc.), skills and abilities in order to develop an individualised approach to employment.
* Perform specific workplace analysis, job analysis, task analysis, and job matching activities.
* To encourage and assist learners in a range of practical tasks.
* Provide a generic design for reasonable adjustments needed in the workplace, to be implemented across the whole host business. (eg signs on filing cabinets, pictorial instruction manuals).
* Identify and create solutions for behavioural habits that may interfere with gaining and maintaining employment.
* Teach employability skills such as communication, problem solving, teamwork, personal hygiene, budgeting, independence and self-advocacy.
* Monitor and record daily attendance at work sites using EBS / ProMonitor; teach students to inform departments independently of their absence or lateness.
* Maintain student ILPs using ProMonitor, setting appropriate long term goals and short term targets with interns based on participation, skill development, attitude, etc. with the aim of development towards EHCP outcomes.
* Assess students on a daily/weekly basis and introduce additional skills.
* Coordinate internal rotation opportunities within the host business and resulting reasonable adjustments, and necessary job support for students.
* Co-ordinate the partnership with the specialist employment provider and coordinate job trainer/coach activities with job coach.
* Develop personal portfolios with each student to include evidencing of skills attained, letter of recommendations from internship sites, etc.
* Develop links with other agencies to ensure effective transition from college to work or from current placement to successful community employment.
* Develop job development training plan appropriate support personnel.
* Refer students to appropriate agencies for further support related to successful employment.
* Deliver sessions following an individualised employability curriculum – this may include literacy and numeracy.
* Provide cover for absent colleagues in line with College policy and procedures.
* Compile and be accountable for course administration such as registers, attendance patterns, student reports and agreed targets.
* To undertake all administration and academic tasks such as lesson plans, schemes of work, student tracking and other course planning.
* Implement college policies and practices in respect of teaching, learning and assessment.
* Develop and co-ordinate learning resources to suit learners styles and advise on curriculum design and innovation.
* Review, asses and reward students’ learning and achievement and comply with internal and awarding body standards.
* Ensure quality of provision through participation in the college review and evaluation process and other quality assurance processes.
* Maintain awareness of current developments within the SEND.

**Key Skills and Attributes**

* + The ability to effectively communicate with a wide range of people with differing levels of knowledge and understanding of learning disabilities.
  + A self-starter who is able to determine and manage their workload.
  + The ability to work with challenging young people, in a busy environment.
  + Flexible working within fast paced and evolutionary landscape.
  + A good team worker, who is able to influence and effect change.
  + A proficient networker who is able to maintain relationships with a host business and create new links with other external employers.
  + The ability to show empathy and encouragement towards interns who may find tasks or roles difficult to comprehend.
  + Attention to detail and the ability to maintain records and documentation of activities undertaken to assess the impact from the role.
  + The ability to lead professional development of staff within the host business around working with learners with learning difficulties and / or making reasonable adjustments.

***Important additional information:***

* As a member of the College Team the post holder will work in an environment of constant change where an amount of personal decision making and judgement is required. The post holder must have the ability to work with a wide range of people of all ages from very different backgrounds, with very different needs and to respond accordingly to support those needs. It is essential that this post holder is able to maintain a positive attitude and an organised workload.

***Line Management Responsibility:***

* None

***Reports to:***

Team Leader Employability and Life Skills

***Contacts (Internal and External):***

* Schools
* College Curriculum Areas / Business Support Units
* Local employers
* Project Search Steering Group
* Local Authority Staff

***Holidays:***

The full time holiday entitlement is 47days plus 8 statutory days - up to 5 days can be directed by management and the holiday year is from September to August.

***Health & Safety:***

To maintain a positive attitude to health & safety in carrying out personal responsibilities and to co-operate with the health & safety/local rules/codes of practice relating to health & safety matters.

***Equality & Diversity***

The College has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment.  The College’s mission and strategic objectives directly support this aim.  All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

***Safeguarding of Children and Vulnerable Adults***

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment.  Employment at the College is subject to an Enhanced DBS check and any post involving regulated activity will also be subject to a barred list check.

***Advisory notes:***

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role. This job description is a reflection of the current duties of the post and may be subject to changes in the future following consultation with the post holder.

  
**Post Title: MGL – Project Search Supported Internships Applicant Number:**

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|  | **ESSENTIAL / DESIRABLE** | **EVIDENCE**  Application, Microteach, **Interview** | **Score at Shortlist**  **0-4** |  |
| **Experience** | **ESSENTIAL:**   * Experience of teaching, learning and assessment in secondary education, FE or adult learning. * Significant experience of working with young people or adults with a range of learning difficulties, differences and disabilities in an education environment. * Experience of using ICT resources. * Experience of enabling learners to work towards EHCP Outcomes. * The ability to execute work safely and efficiently. * Experience of employer liaison.   **DESIRABLE:**   * Experience of finding work placements. * Experience of curriculum planning and learning resource development. | * *A / M / I* * *A / M / I* * *A / I* * *A / I* * *A / M / I* * *A / I* * *A / M / I* |  |  |

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|  | **ESSENTIAL / DESIRABLE** | **EVIDENCE**  Application, Microteach, **Interview** | **Score at Shortlist**  **0-4** |  |
| **Education & Training** | **ESSENTIAL:**   * Educated to GCSE standard or equivalent in English and Maths. * Teaching Qualification – PGCE or equivalent, preferably experience in SEND * Relevant professional updating and CPD evidence to date. * Degree in relevant subject specialism.   **DESIRABLE:**   * Assessor and Verifier Award. * Training in Systematic Instruction. * To attend relevant CPD as advised by Team Leader. | * *A* * *A* * *A / I* * *A* * *A / I* * *A / I* * *A / I* * *A / I* |  |  |
| **Skills/Knowledge/Abilities** | **ESSENTIAL:**   * Effective interpersonal skills including face to face, email and over the telephone. * Ability to communicate effectively and frequently with a wide range of colleagues both in College, at the host business and with a range of other partners. * A good understanding of the barriers to employment young adults with SEND might experience. * Ability to work independently and on own initiative with minimum supervision. * A keen enthusiasm for raising aspirations for young people with SEND. * Excellent data entry keyboard skills. * Positive and flexible attitude to work, particularly new initiatives. * A positive approach towards CPD. * A good understanding of the SEND Code of Practice. * A positive, can do attitude and an ability to manage workload in a professional manner.   **DESIRABLE:**   * Knowledge of FE funding frameworks. * Current contacts and connections that would prove beneficial to the interns. * Knowledge of Project Search and its critical success factors. * Knowledge of the local employment market | * *A / I* * *A / I* * *A / I* * *A / I* * *A / M / I* * *A / I* * *A / I* * *A / I* * *A / I* * *A / I* * *A / I* * *A / I* |  |  |
| **Additional Factors** | **ESSENTIAL:**   * Committed to the principles of inclusiveness and equality and diversity. * Commitment to safeguarding and promoting the welfare of young people and vulnerable adults. * Commitment to working in accordance with the College’s policies and procedures. * Must be committed to and uphold the College’s corporate values. * Commitment to participate in staff development. | * *A / I* * *A / I* * *A / I* * *A / I* * *A / I* |  |  |