

## **Job Description**

### **Supported Internship Tutor**

#### **Purpose of the Post**

The tutor will be responsible for managing and co-ordinating the delivery of a Supported Internship programme for young adults with learning disabilities or difficulties in collaboration with the local authority, a host business and supported employment agency. Ensuring there are effective, learner-centred opportunities by identifying a students strengths, interests, and abilities related to skill acquisition, job development and employment.

The tutor will assist the management team in the development of Orchard Hill College and Academy Trust as a professional resource and deliver training opportunities for carers and colleagues internally and externally.

#### **Reporting Relationships**

The tutor will report to the Head of College

#### **Functional Links**

The tutor will be expected to work in collaboration with allied professionals. This will include:

1. Therapists, personnel from Social Services, Health and Education.
2. Liaising with parents, carers, advocates and volunteers.
3. Working alongside all involved in the Supported Internship team including staff at the host business, job coaches and the local authority)

#### **Duties and Responsibilities**

1. To effectively plan and deliver an employability curriculum whilst embedding functional skills Maths and English and use job coaching techniques to support young people's development towards sustained employability from Entry 3-Level 2.
2. Implementing appropriate assessment, objective setting, recording, reporting and evaluation of employment programmes.

3. Ensuring that interns learning experiences are organised in a progression which supports the development of the individual, identifying strengths, interests and abilities related to skill acquisition, job development and employment.
4. To demonstrate a commitment to the safeguarding of children and vulnerable adults.
5. Ensuring that equipment/materials required for teaching/learning are safe and appropriate.
6. To seek appropriate employment consistent with the student's interests and skills
7. Identify student's skills to enable them to participate in a variety of work-based tasks to build marketable, competitive skills leading to employment.
8. Develop opportunities that will increase job specific skills, work quality and productivity.
9. Plan with students, families, and support services to determine career interests, specific job preferences (hours, location, etc.), skills and abilities to develop an individualized approach to employment.
10. To work alongside job coach to perform specific workplace analysis, job analysis, task analysis, and job matching activities
11. Coordinate travel training (when appropriate) on public transport or teach students to be able to access private transport independently
12. Commitment to upholding the ethos of Orchard Hill College and Academy Trust as an educational provision, which ensures that the dignity of the Student and the relationships between staff and students is positive and responsive.
13. Effective management and supervision of team members, including whenever necessary, volunteers, students and visitors.
14. Participation in internal and external meetings to include:
  - Staff meetings
  - Progress review meetings
  - Support meetings

15. To seek appropriate paid employment consistent with the student's interests and skills and to work with local business and industry to meet their employment needs.
  
16. Contribute to the identification of development strategies for Orchard Hill College and Academy Trust as a whole:
  - Understanding and inducting others into the core values of the College.
  - Participation in regular reviews of the service as a whole.
  - Providing suggestions for development.
 Participation in, or leading, working groups identified to implement specific areas of the development plan.
  
17. Represent Orchard Hill College and Academy Trust when required to do so, e.g. at meetings, conferences, receiving visitors.
  
18. Maximum of 22 hours teaching weekly (including the occasional evening commitment).
  
19. Commitment to working for 10 days of non-term time.
  
20. On occasion and after training, to give students their medication.
  
21. Promotion of and compliance with policies adopted by Orchard Hill College and Academy Trust Governing Body, including Safeguarding, Equality and Diversity, Health & Safety.
  - Communicate about internship rotations with other Supported Internship team members
  
22. Schedule, plan and implement regular written communication with parents and other parties.
  
23. Communicate regularly with business liaison, job coach and job developer for student progress and issues and coordinate the operational meetings on site to discuss issues
  
24. Collect data on student outcomes including jobs gained, wages, hours worked per weeks, benefits taken, etc, in line with college systems and Supported Internship requirements.
  
25. To undertake such other duties of a similar nature as required by the Principal of the college.

### **Other Information**

This job description reflects the current situation. It may be altered in details and emphasis in the light of changes, service needs or function. Any changes will be fully discussed with the postholder.

## **Person Specification**

### **Supported Internship Tutor**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

#### **Qualifications/Experience:**

1. Diploma in Education and Training (DET), or alternative equivalent teaching qualification.
2. Degree and/or willingness to undertake Diploma in Education and Training
3. Recent Outstanding/Good teaching experience with students with special educational needs.
4. Recent experience of students successfully moving onto paid employment

#### **Ability, Skills and Knowledge:**

4. Able to demonstrate effective planning of employment programmes for young people with special needs.
5. Able to implement appropriate assessment, objective setting, recording, reporting and evaluation of employment programmes.
6. Able to use own initiative and work with independence.
7. Able to initiate development in employment curriculum. For students at Entry 3-Level 2.
8. Able to work effectively alongside others as part of a team.
9. Able to communicate a commitment to the view that students with autism and/or special educational needs can and do achieve.
10. Able to demonstrate a commitment to safeguarding children and vulnerable adults and to promote and comply with the College's Safeguarding, Equality and Diversity and Health and Safety Policies.

11. Able to communicate effectively and professionally to a range of people.