

LINCOLN COLLEGE

CORPORATE SUPPORT SOLUTIONS LTD.

JOB DESCRIPTION

Post Title:	Supported Internship-Coordinator	Grade:	CSS Scale 5/6
Post Number:	CS0327P	Date:	June 2019
Line Manager:	Curriculum Education	Manager – Supported	Directorate: HR & Student Support Services
Daily Supervision:	Curriculum Education	Manager – Supported	Unit/School: Supported Education

Job Purpose:

The key purpose of the role is to set up and monitor Supported Internships for students. The post holder will actively seek out and match students to suitable work placements, working closely with the Work Experience and Industry Placement Team. The post holder will be working with students to encourage their independence with the ultimate aim to progress students to Apprenticeships and employment. This role will also include working closely with the vocational tutor to identify support needs and match these with a Job Coach.

Principal Duties and Responsibilities:

1. To accept responsibility for the implementation of the College's Equality and Diversity policy throughout all personal contacts in the College and within this area of responsibility.
2. To maintain professional standards and expertise by undertaking relevant professional development.
3. To maintain quality standards appropriate to the post.
4. To conform with the Health and Safety requirements relevant to the post and refer any HS issues to the Industry Placement Coordinators.
5. To be responsible for the safeguarding and promoting the welfare of children wherever applicable.
6. Offer high quality careers guidance to young people to raise their aspirations and take advantage of the opportunities available to them.
7. To be responsible to undertake a case load of independent IAG personal guidance meetings in line with the college meeting the Gatsby benchmarks for Career Guidance. Ensuring learners are targeted with outcomes for work experience/Supported Internship placements.
8. To have a comprehensive understanding of the SEND reforms and transition arrangements for young people with SEND.
9. To arrange internal and external work experience/Supported Internship placements for young people with SEND. To liaise with students, parents/guardians, academic and support staff to ensure that all parties views are taken into consideration before placing a student on work experience/Supported Internship placements.
10. To source realistic and relevant work placements, liaising with internal and external providers, implementing thorough quality assurance systems and enhancing community links.
11. To be responsible for the relationship with employers, ensuring there is an understanding of the principles for high quality work experience and Supported Internship placements.
12. To undertake regular student/employer reviews in the work place ensuing that all reports are uploaded to pro-monitor, flagging any learners that are at risk and taking appropriate action.
13. Input, manage and control learner data through the College systems including progress reviews and independent careers guidance monitoring and tracking.

14. Work with learners in progress reviews 1-1 or small CPD groups to implement strategies to support building of self-esteem, confidence & employability skills.
15. To motivate and inspire young people so that they can become independent in the workplace aspire toward paid employments.
16. To liaise with employers re potential and existing placements to ensure that the following points have been considered and where necessary risk assessment/action taken:
 - Safeguarding responsibilities towards SEND students
 - Undertake risk assessments where needed
 - Employer responsibility for training/supervision
 - Potential option for young person to progress to an apprenticeship or paid employment
17. To work closely with the SEND team ensuring effective communication and sharing of information.
18. To carry out the roles and duties of a ~Job Coach as and when required to ensure the learner's support needs are met.
19. To liaise with Action for Work to ensure correct claims are made for support carried out by the Job Coach and that appropriate support and equipment are in place.
20. To have excellent communication and written skills to be able to provide information, advice and guidance to internal and external customers

NB: This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

**LINCOLN COLLEGE
CORPORATE SUPPORT SOLUTIONS LTD.
PERSON SPECIFICATION FORM**

Post Title: Supported Internship Coordinator

Grade: CSS Scale 5/6

Post No: CS0327P

Date: June 2019

Directorate: HR & Student Support Services **Unit / School:** Supported Education

No.	Requirement	Proposed Selection Method*
Knowledge		
1	Level 6 in Information Advice & Guidance (or willingness to work towards)	A/I
2	GCSE Maths and English grade A-C (Grade 4)	A
3	Level 2 Safeguarding certificate (or willingness to work towards).	A/I
4	Level 3 Award in Education & Training	A/I
Skills / Abilities – Interpersonal		
5	The ability to work in a non-discriminatory manner	A/I
6	The ability to communicate with a range of students, staff and other agencies verbally and in writing	A/I
7	The ability to write detailed reports and risk assessments	A/I
8	The ability to advise staff on the Equality Act and SEND reforms and how to make reasonable adjustments to support students with special educational needs and/or disabilities	A/I/T
9	To demonstrate empathy, exceptional listening and negotiation skills	A/I
10	Exceptional organisational and administration skills	A/I
11	The ability to deliver 1-1 and small group training sessions to students with special educational needs and disability	A/I
Experience		
12	Recent and Relevant experience of working with and meeting the needs of children and vulnerable adults with Special Educational Needs and/or Disability	A/I
13	An understanding of the range of resources, adaptations and adaptive technology available to support people Special Educational Needs and/or Disability.	A/I
14	Recent experience of delivering employability skills to include interview skills, preparing for work, motivation, CV production etc.	A/I
Work Related Circumstances		
15	The ability and willingness to undertake relevant staff development	A/I
16	The ability and willingness to work flexibly and outside normal working hours on occasions evenings and weekends with the ability to travel between sites.	A/I
Skills / Abilities – Other		
17	A clear understanding of the Equality Act and SEND reforms	A/I
18	An understanding of the needs of people with Special Educational Needs and/or Disabilities.	A/I
19	An understanding of the medical conditions and subsequent needs of people with a range of disabilities	A/I
20	Demonstrated ability to work efficiently with a range of IT systems relevant to the post	A/I/T

Prepared by: Charlotte McHugh
Education Date: May 2019

Designation: Head of Student Services and Supported

*A = Application Form I = Interview

T = Test