

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Supported Internship Tutor</b>
<b>Grade:</b>	<b>SET Grade 8</b>
<b>Salary:</b>	<b>SCP 28 – SCP 33</b>
<b>Conditions of Service:</b>	<b>Support Staff Contract of Employment</b>
<b>Responsible to:</b>	<b>Principal</b>

### **Statement of Purpose**

To teach and mentor a group of students towards employment, through delivering the Supported Internship programme. The postholder will be based across sites involved in the Supported Internship programme.

### **Key Responsibilities:**

The Postholder will demonstrate essential professional characteristics, and in particular will:

- Engage and motivate students, developing skills and positive attitudes about the world of work.
- Improve the quality of students, knowledge and understanding about the world of work.
- Inspire trust and confidence in students and colleagues.
- Engage parents/carers and other professionals in a positive and proactive way.
- Demonstrate empathy with and an appreciation of the specific needs of individual students.
- Be the key school coordinator of the Supported Internship programme working closely with job coaches and partners delivering the programme.
- Develop a curriculum based in work skills, accredited at an appropriate level.
- Identify and meet assessment learning needs of those students requiring additional support to engage and learn.
- Take a lead in producing a curriculum with appropriate planning and assessment systems.
- Directly supporting students in their internship rotations, as and when required, working closely with the job coach.
- Maintain accurate student records and prepare written reports and evaluations.
- Establish constructive relationships and use a variety of methods to communicate with parent/carers and other relevant professionals to support students' progress and their journey into employment.
- Promote and support the development of partnerships for the internship programme/s with the hospital, university and other wider partners, in order to set up resources and initiatives to help move students into employment.
- Promote the inclusion and acceptance of all students within the workplace and wider community.
- Promote independence at all opportunities.

### **Professional Practice**

- Maintain, develop and apply professional knowledge to enable effective teaching and learning support for individuals and small groups.
- Share such knowledge with colleagues to improve whole school effectiveness.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take full responsibility for themselves.
- Understand and provide the principles of good student management, engagement, and learning.

- Understand and apply a range of support strategies.
- Be conversant with the schools safeguarding policy and actively employ said policy in order to keep students safe across all settings.
- Be responsible as an ambassador for the school when lone working.

The areas of scope for the role include but not limited to, culture and engagement, Diversity and Equality, software and HR technology, Talent and performance, management and leadership, recruitment, and resourcing, coaching and mentoring, Employment law and legislation and Reward and recognition.

**Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job***

### Person Specification

	Criteria	
	<b>Qualifications</b> <ul style="list-style-type: none"> <li>NVQ Level 3 or equivalent in Health &amp; Social Care or equivalent.</li> <li>Additional teaching qualifications are desirable but not essential.</li> </ul>	
	<b>Experience &amp; Skills</b> <ul style="list-style-type: none"> <li>Experience of working with a large range of pupils with SEN.</li> <li>Training in aspects of SEN specific provision, e.g. PECS, Makaton, TEACHH.</li> <li>Plan, deliver and assess learning opportunities.</li> <li>Write reports on student engagement and progress as required.</li> <li>Work directly with alternative providers and/or wider professional towards individual student engagement and progress.</li> <li>Represent the school at multi-agency meetings for identified students.</li> <li>Liaise and work closely with parents/carers of identified students.</li> <li>Full, clean driving license</li> <li>Insured with business use.</li> <li>Considerate approach, valuing development of independence and self-esteem among pupils.</li> <li>Have the skills to us own initiative to develop and run the programme.</li> <li>Commitment to collaborative partnership working.</li> </ul>	
	<b>Behaviour Attributes</b> <ul style="list-style-type: none"> <li>Customer focused.</li> <li>Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>Can demonstrate active listening skills.</li> <li>Takes responsibility and accountability.</li> <li>Committed to the needs of the pupils, parents and other stakeholders.</li> <li>Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>Is committed to the provision and improvement of quality-of-service provision.</li> <li>Is adaptable to changes/embraces and welcomes change.</li> <li>Is enthusiastic and decisive.</li> <li>Communicates effectively.</li> <li>Has the ability to learn from experience and challenges.</li> <li>Is committed to continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	

### MEASURED BY KEY:

APP = Application form

ASS = Assessment activities

I = Formal interview

In addition to candidates ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**JC 24/04/2024**

Note: This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.

