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| **Supported Internship Coordinator** |

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| **Reporting to:** | **Curriculum Manager: Foundation Learning, Schools and**  **Netherfield**  Working in collaboration with the Programme Manager: Rural  Pathways and Supported Internship. |
| **Working Hours:** | Full time (37.5 hours per week) |
| **Salary:** | £23,392 - £27,221 per annum (PC S5) |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

Coordinating the effective delivery of the Supported Internship Project across all sites and in particular student work placements and Job Coaches.

**Duties and Responsibilities of the Job**

1. **Coordinating Supported Internship Project effectively by:**

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| 1. Using agreed planning strategies that meet the project outcomes. |
| 1. Attending regular meetings with the Programme Manager and Curriculum Manager as required to monitor and report on KPIs. |
| 1. Develop and maintain the project to meet Plumpton College expectations and ESFA requirements. |
| 1. Contributing to the effective utilisation and timetabling of the programme resources. |
| 1. Developing and maintaining strong effective relationships with the wider Foundation Learning team. |
| 1. Leading the interaction with the English, Maths & learning Support Team, curriculum and employer engagement teams, parents, employers and other providers |
| 1. Working with the marketing team to ensure the project is widely publicised and promoted including the sharing of regular updates of progress and successful outcomes. |

1. **Contribute to ensuring Supported Internship programmes meet the needs of learners and employers by:**

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| 1. Identifying and engaging with suitable employers regarding offering job opportunities for young people with SEN |
| 1. Identifying young people with SEN that can be matched to available employment opportunities |
| 1. Co-ordinate and facilitate the transition arrangements for learners joining and progressing from their learning programmes into employment. |
| 1. Ensuring learners are well prepared to engage with employers and their respective job roles. |
| 1. Ensuring that the employability skills development activities match the needs of individual learners and their specific job roles. |
| 1. Co-ordinating and planning the related activities of the Job Coaches. |
| 1. Co-ordinating the preparation and development of appropriate programme resources. |
| 1. Promoting independence identifying and re[porting on progress towards this for all learners |

1. **Contribute to the continuous improvement of the quality of the programmes by:**

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| 1. Carrying out observations and evaluations of learners within the work environment |
| 1. Monitoring, recording and providing feedback on individual learner and whole programme progress |
| 1. Supporting and mentoring Job Coaches, especially focusing on those who are new to the role.   implementing and reviewing action plans |
| 1. Keeping accurate records of learner achievements ensuring they meet the requirements of Plumpton College and relevant awarding bodies. |

1. **Contribute to ensuring the programme team are equipped with effective resources by:**

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| 1. Contributing to the regular updating and development of interactive resources. |
| 1. Sharing examples of best practice |
| 1. Coordinating and/or delivering the relevant CPD required by the Job Coaching team. |

*Continuous Professional Development*

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

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| **Essential criteria for the post** |
| To have or demonstrate the potential to achieve the following:   * Level 4 or above qualification * Level 2 in Literacy, Numeracy and IT. * Subject Support qualification at Level 3 in either Literacy, Numeracy or ESOL * Level Leadership & Management or equivalent. * Evidence of relevant industrial experience * Evidence of supporting learners within an educational environment. * Evidence of planning learning and/or training activities. * Evidence of managing groups of learners * Evidence of relevant and recent professional development. * Evidence of good utilisation of ICT skills. * Excellent collaborative and teamwork skills. * Excellent communication skills * Excellent administrative, ICT and organisational skills. * A sound understanding of SEN, learning support and related areas. * Willingness to undergo any further training as identified and agreed * A professional approach. * The ability to motivate and support others. * An ability to work independently, creatively and by using innovation. * Possession of a current driving licence and being a car owner is essential as the role will include traveling to employers’ premises. |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.