

Date Issued:

JD Category:

Agreed by:



PLUMPTON
COLLEGE

Supported Internship Co-Ordinator

Reporting to:	Director of Education Pathways and Foundation Learning
Working hours:	0.4 (Term time only) – 2 days a week.
Scale:	PC S3
Salary:	25,053 – 28,039 (point 16-20) FTE

Job Purpose

This postholder will support young people who are 18 years+ with an EHCP looking to gain the skills required to enter employment. This varied and engaging role will take responsibility for sourcing placements for Plumpton's supported interns and facilitating the initial communication between employer, College and student. Following this, they will coordinate monitoring visits and job coach allocation where appropriate, ensuring that supported interns are transitioned positively into their workplace through site visits and other appropriate interventions. The Supported Internship Learning Practitioner will coordinate administrative tasks relating to Access to Work, Health and Safety and SEND requirements. There will be opportunities to support the SI cohort in the classroom according to business need, and to collaborate with the wider 14-16 and Foundation Learning team.

This is a student facing role which requires excellent stakeholder communication skills, as there will be daily interactions with parents, employers, job coaches and the supported interns themselves. The successful candidate will be flexible, resilient and a confident problem solver who is solution focused and puts student well-being and progress first!

Duties and Responsibilities of the Job

a. Be a positive role model and establishing positive relationships with young people.
b. Deliver group sessions about developing a personal progression plan, reflective practice and personal growth modules.
c. Working 1-1 with young people and their families to support transition and steps into employment.
d. Contribute to Annual Reviews for students when required as directed by the Inclusive Learning and Development Lead (Pathway and Progression).
e. Deliver formative assessment by evaluating and giving feedback to students about their progress, both in tutorial sessions and at termly review meetings.

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f. Provide learning support in core teaching lessons.
g. Adapt lesson content to ensure learning is accessible.
h. Work with the wider Inclusive Learning and Development team to support young people with transition events and during unstructured times, when required.
i. Complete recording and assessment of student progress.
j. Engage in communication with employers, student, parent/guardian and job coach – seek, set up and monitor work placements.

Other responsibilities and duties

a. Comply with the College's Equality & Diversity and Safeguarding policies.
b. Evaluate, reflect on and develop own practice, be responsible for own continuous professional development and maintaining accurate records of CPD.
c. Adhere to the College Health and Safety Policy, ensuring that appropriate safety standards are maintained during practical activities.
d. Undertake such other duties commensurate with the grade of the post as may reasonably be required by the College Management Team.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

- Professional
- Progressive
- Enterprising
- Passionate
- Ambitious
- Supportive

Essential criteria for the post
a. Sound knowledge of the SEND legislation including Code of Practice and the Children and Families Act (2014)
b. Good interpersonal skills with the ability to develop and maintain positive working relationships with people and build a good rapport with young people in order to support them effectively with their learning.
c. Experience with working with students with SEN, especially social, emotional and mental health
d. Knowledge of transition process and person- centred techniques to support transition.
e. Ability to negotiate progression opportunities for students.
f. Effective administrative and organisational skills with the ability to work to deadlines and to develop learning plans.
g. Commitment to emotional and social development of students
h. Ability to effectively work alone, with minimal supervision, and as part of a team as directed.
i. Experience of producing a range of professional reports with the ability to work to deadlines
j. A strong commitment to the college approach to safeguarding.
k. Minimum Level 2 in Literacy and Numeracy

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I. Full driving Licence and willing to drive minibus on trips out
Desirable criteria
a) Experience of liaising with multi-agency partners.

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CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00, 2 days a week (to be discussed further at interview), but some flexibility will be required to meet the needs of the business. This is an all-year-round, term time only post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

Annual Leave – unless Term-Time Only

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days (pro rata if part-time) 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.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills 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 the 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.