

JOB DESCRIPTION

Job Title: Supported Internship Instructor
Responsible to: Curriculum Manager

Context and Main Purpose of the Job:

The role is based in Enfield.

The post holder will lead and manage students with a variety of SEND needs, delivering the college's Project Search programme.

They will have overall responsibility to plan, develop, coordinate and implement a holistic curriculum programme, they will be working work closely with the job coaches to ensure trainees are able develop and progress their skills on all aspects of the program.

The post holder will be expected with the job coaches to develop competitive jobs in the host business.

Reporting to the Curriculum Manager, the post holder will make a major contribution to plan, deliver and develop teaching and learning opportunities as well as manage and support students on programme in accordance with the college's values and mission.

Teaching and related activities:

- Facilitate person centered planning, develop a vocational profile and utilize information for annual internship decisions and development
- Design and coordinate employability skills curriculum
- Develop specific session/units (where appropriate and relevant) to the host business (hospital), program and trainee needs
- Ensure program information is available to all partners
- Problem solve with other staff regarding student challenges to lead to positive outcomes
- Assist with CV development for students
- Be involved in the student recruitment for following program year
- Job coach trainees on internships
- Develop competitive jobs in the host business, will be proactive in developing the working relationships within the hospital environment
- Coordinate Employment Planning meetings for students and team members
- Collect and record data for individual program as well as Project SEARCH international data base
- Work closely with the job coaches to implement all aspects of the Project SEARCH program
- Participate in the completion of student's Annual Reviews
- Facilitate Family Involvement with family members
- Develop internships with managers from host business
- Monitor students' attendance, progress and achievement. Use tracking software for ILPs and assessment and prepare relevant reports.
- To keep staff and managers informed of developments
- Teach and manage learning
- Contribute to the management and co-ordination of courses
- To keep staff and managers informed of developments
- Participate in course evaluation, quality assurance and self-assessment systems.
- Act as a personal tutor and implement the college pastoral system as appropriate
- Promote a positive image of additionality including the importance of English, maths, employability

General Duties

- Commitment to personal professional development.
- Participate in a programme of personal staff development, staff conferences and staff appraisal, appropriate to both individual and college needs.
- Support the ethos of College as well as its marketing and recruitment activities.

- Support the college's commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults.
- Participate fully in the development of effective teams throughout the college.
- Maintain the highest professional standards in accordance with the policies of the corporation.
- Participate in open evenings, parent/student consultation evenings and other college events. Use information technology where appropriate and demonstrate a commitment to developing own IT skills.
- Promote a positive image of the college
- Assist with promotion, supervision, management and administration of such college activities as may be required from time to time.
- Willingness to do evening work/and occasional Saturdays.
- Willingness to be involved in subject-related visits.
- Support the college's commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults.
- Willingness to work across all college/off sites.
- Carry out other duties as may reasonably be required by the Curriculum Manager.

NOTE: The duties and responsibilities outline above are not exhaustive and may be varied from time to time. They do not form part of the jobholder's contract of employment.

PERSON SPECIFICATION

Job Title: Project Search Instructor Role

Responsible to: Curriculum Manager

CATEGORY	REQUIREMENTS
EXPERIENCE/ KNOWLEDGE	<ul style="list-style-type: none"> • Relevant experience of working with SEND students in an educational setting • Experience of implementing development initiatives for SEND students • High level of understanding of employability skills. • Confident in delivering lively dynamic teaching that engages and develops effective learning.
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree/or appropriate professional qualification in a relevant area • A teaching qualification or willingness to undergo training • Commitment to personal professional development
LEADERSHIP	<ul style="list-style-type: none"> • Enthusiasm and affinity for working with SEND students • Passion for education • Vision and imagination to develop the curriculum • The ability to manage learning situations using flexible, student centred approaches • Ability to optimise the contribution of job coaches in engaging in the host environment
RESPONSIVENESS	<ul style="list-style-type: none"> • Commitment to high standards of teaching and pastoral care for students • Ability to work as an effective team member • Ability to work flexibly and under pressure • Ability to take responsibility and work independently • Ability to think creatively and engage positively with students with a broad range of more complex needs
COMMUNICATION	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Communicating with credibility and clarity • Listening skills • Persuasiveness
PLANNING AND ORGANISATION	<ul style="list-style-type: none"> • Ability to co-ordinate an area of the curriculum • Good time management and ability to prioritise. • Commitment to integration into departments of host business • Good organisation and administrative skills
ENERGY & DRIVE	<ul style="list-style-type: none"> • Enthusiasm and affinity for working with students • A commitment to, and enthusiasm for, working in the FE sector • Assertiveness • Self knowledge • Stress tolerance • Creativity, innovation and original thinking
EQUALITY & DIVERSITY	<ul style="list-style-type: none"> • Commitment to work within the framework of the college’s equality & diversity policy • Commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults • Demonstrates a commitment to and promotes equality and diversity ensuring the college is an inclusive environment in which individuals are respected and unacceptable behaviours are challenged.