

LINK19 College
North Kent College
LINK Centre, Block H
Entrance via Dering Way
Gravesend
Kent
DA12 2JJ (SAT NAV: DA12 2DP)



Registered Office
LINK19 College Ltd
Ifield School
Cedar Avenue
Gravesend
Kent
DA12 5JT

LINK19 College Lead:
Mr Martin Francis

Tel: School 01474 365485
Tel: LINK19 College 01474 555799
Email: enquiries@link19college.ac.uk

JOB DESCRIPTION – Work Placement Supervisor

NAME:

POST:

Work Placement Supervisor

SALARY:

Kent Range 5
+ SEN Allowance

LOCATION:

The post will be mainly based in the Gravesham area with a base at the LINK19 College which is located within North Kent College, Gravesend Campus.

PURPOSE OF JOB

LINK19 College is a Specialist Post-19 Institution for 19-25 year old learners which offers full-time study programmes that provide individualised learning experiences. We aim to increase the opportunities for employment and independent adulthood for a range of young adults with significant needs whose statutory education was within a specialist setting. Work Placement Supervisors will be employed by Ifield School and seconded to LINK19 to carry out their role.

The primary purpose of a Work Placement Supervisor is to provide:

- Tailored support to young people to enable them to gain, learn from, develop in and maintain their supported work experience and to make a positive progression on to paid sustainable employment wherever possible.
- Tailored support to employers to enable them to offer a meaningful experience to learners where possible.

ACCOUNTABLE TO:

1. LINK19 College Lead

RESPONSIBILITIES AND DUTIES

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Work Placement Supervisors will work as part of the whole college team and to support the educational, physical, emotional and social needs of the learners.

Work Placement Supervisors make the education of their learners their first concern, and are accountable for achieving the highest possible standards in work and conduct. Work Placement Supervisors should act with honesty and integrity to uphold comparable standards to other education professionals. By demonstrating values and behaviours consistent with their professional role, Work Placement Supervisors will work with other education professionals within a common framework of expectations.

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Work Placement Supervisors provide workplace support for young people with profound, severe and complex needs; their tasks include:

- Attending workplace inductions and first day or first few days at work
- Mentoring and confidence-building
- Learning the job role in readiness for training the learner
- Breaking down tasks, sometimes applying systematic instruction techniques
- Workplace support techniques
- Modelling workplace behaviours
- Target setting and monitoring and reviewing progress
- Producing visual or written aids and reminders (e.g. step by step task list)
- Checking learners understanding
- Negotiating an increase in responsibilities or new activities

Work Placement Supervisors provide high quality and informed support for employers; their tasks include:

- Explaining a learner's strengths and instructions support needs
- Advising on reasonable adjustments
- Sharing successful strategies (e.g. for responsibilities or new activities communication or disciplining a learner)
- Being a first point of call if issues or to do things if they are not successful as problems arise and negotiating first solutions
- Suggesting appropriate ways to explain tasks, developing supporting accessible resources of use to the wider workforce
- Ensuring learners are on task and meeting workplace standards and expectations (e.g. for time-keeping/attendance)

Work Placement Supervisors are responsible to the LINK19 College Lead for 19 to 25 year olds and will take responsibility for:

- Liaising with LINK19 College Lead mediating between parents and learners
- Providing a link between classroom and workplace learning
- Reporting on progress to co-ordinating/manager
- Identifying relevant further learning opportunities

The post requires a flexible approach to working hours and would occasionally require an early start or late finish. Any overtime would be paid at the appropriate rate. In line with Ifield School's staffing policy, Work Placement Supervisors will need to be able to travel to a variety of locations, sometimes at short notice, and have business insurance to enable them to use their own transport. Work Placement Supervisors will be covered by Ifield School's lone working and procedures policy.

The role of Work Placement supervisor is covered by the Professional Standards for Teaching Assistants which are set out in four strands:

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Personal and professional conduct

Knowledge and understanding

Teaching and learning

Working with others

Personal and Professional Conduct

A Work Placement Supervisor is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for a Work Placement Supervisor.

Work Placement Supervisors uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside college by:

- Having proper and professional regard for the ethos, policies and practices of the college in which they work as professional members of staff.
- Having regard for the need to safeguard learner's well-being by following relevant statutory guidance along with college policies and practice.
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the college community.
- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Committing to improve their own practice through self-evaluation and awareness.

Knowledge and understanding

Work Placement Supervisors will:

- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with college leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for the Work Placement Supervisor role, with support from the college/employer.
- Demonstrate expertise and skills in understanding the needs of all learners (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and learners.
- Understand their roles and responsibilities within the classroom, workplace and whole college context recognising that these may extend beyond a direct support role.

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Teaching and Learning

Work Placement Supervisors will:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all learners including, where appropriate, those with special educational needs and disabilities.
- Promote, support and facilitate inclusion by encouraging participation of all learners in learning and work experience extracurricular activities.
- Use effective behaviour management strategies consistently in line with the college's policy and procedures.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of learner performance and progress as appropriate to the level of the role.
- Communicate effectively and sensitively with learners to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.
- Accompanying learners on educational journeys or on other off-site activities. Duties may include being asked to drive the school mini-bus or taking part in physical education activities.

Working with Others

Work Placement Supervisors will:

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the learners they work with.
- Understand their responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory staff, e.g. Speech and Language Therapist.
- Communicate their knowledge and understanding of learners to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

Other duties and responsibilities

- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings and training.
- Maintain, and care for equipment used in the classroom.
- Be proactive in matters relating to health and safety.
- Prepare and present displays of learner's work.
- Support class teachers in photocopying and other tasks in order to support teaching and learning.
- Participate the attainment of personal hygiene skills by learners such as helping learners to use a comb, clean teeth or ask to use the toilet. In some instances, duties may also involve bathing learners after sickness or soiling as well as washing and drying their clothes. Some learners may require incontinence pads to be changed.

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- Where necessary operate individual feeding programme and help learners to feed themselves. This may include cutting up food, helping learners to use cutlery or in some instances, actually feeding the learners.
- Supervise and support learners during breaks and lunchtimes.
- Work Placement Supervisors may be asked to learn First Aid techniques and apply them in caring for learners in the college. This may involve administering drugs or medicine to individual learners.
- To participate in the college's Appraisal and to take part in arrangements for further training.
- Undertake professional duties that may be reasonably assigned by the Head of School or LINK19 College Lead.

"Only the best for Ifield School and LINK19 College"

Ifield School and LINK19 College aims to provide an outstanding and supportive learning environment; one which allows everyone to realise their full potential, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

The Job Description may be reviewed at the end of the Academic Year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Name:	Signed:
LINK19 College Lead :	Signed:
Date:	Date: