

The Oaks Specialist College

www.theoaks.ac.uk

Job Description and Person Specification

Supported Internship Tutor/Job Coach **(Possible route to teaching qualification)**

Reporting to: Principal

Pay Range Unqualified Teacher £25,000-£40,000 FTE (this will be pro rata depending on contract)

Hours: 21 hours per week, working 3 days.

Context

The Oaks Specialist College is a registered 'Outstanding' provision based in Tonbridge, set up to meet the needs of young adults age 18-25 with learning difficulties or disabilities (LLDD).

Our aim is to complement and work alongside existing providers in the area, to ensure that the needs and aspirations of all LLDD young people can be met locally. We work with a range of local businesses to enable our learners to seek employment and play an active role in their community.

Learning programmes include:

- A programme of study and work-related learning and experience that will lead to further vocational training, internships/apprenticeships and employment.
- A programme of study providing a further 1, 2 or 3 years for young adults to continue to develop their personal life and independent living skills so that they can contribute to society in a number of ways and live an independent or semi-independent life.
- A vocational programme providing a further 1, 2 or 3 years for young adults to continue to develop their personal life and independent living skills so that they can contribute to society in a number of ways and live an independent life in a supported environment.
- A bespoke programme of study for learners that require a total communication approach and may use Augmentative and Alternative Communication (AAC). This is a multi-sensory curriculum to enable the learners to communicate their needs in a supported environment.

Job Summary

1. In coordination with senior leaders, provide training and support for learners undertaking The Oaks' Supported Internship (SI) Programme, that is run in partnership with London Borough of Bromley Council (host business).
2. Provide individualised support within the host business enabling learners to be supported to implement their learnt employment skills.
3. Create and maintain links within the host business to enable sustainable work placements that have the potential to lead to permanent employment for the learners on the SI Programme.
4. Promote the highest standards of learning and achievement in a supportive, stimulating and orderly environment to engage young adults in their learning and planning for their own future.
5. Encourage and enthuse all learners and thus enable everyone to achieve the best that they can and become as independent, skilled and confident as possible.

Additional Benefits

There are many career development opportunities for those interested in progression, including into teaching, and we can support the successful candidate to achieve qualified teacher learning and skills status (QTLS) if you are a suitable candidate and demonstrate your commitment to the college. (No degree required).

Other benefits include private Healthcare and free health screening, and employee rewards through Perkbox.

Job Description - Principal Accountabilities

As an active and effective member of the Careers/Teaching and Learning Team, you will:-

1. Provide individualised support for supported interns during the period of the internship at the host departments within Bromley Council offices to acquire competitive and marketable skills.
2. Carry out the role of Designated Safeguarding Lead whilst promoting safeguarding within the SI programme and share and maintain college values within the operation of the host business.
3. Support the delivery of Maths, English and Employability lessons which will be overseen by a Qualified Teacher.
4. Support interns with the initial training of the internship task, utilising systematic instruction (TSI) techniques.
5. Encourage interns to build relationships and networks within host business teams in which they are working.
6. Work with interns and the host business to identify adjustments and assistive technology that can aid and support learners within the workplace.
7. Consult with host business department employees in relation to tools and techniques that support intern learning and success.
8. Develop task analysis when needed to support the interns to learn, understand and execute tasks to meet productivity and quality standards as set by the host business mentor or manager.
9. Identify and implement training strategies and/or services in coordination with the mentor and host business staff.
10. Learn the host business site culture, rules and expectations within each department and assist interns to understand and comply.
11. Communicate effectively with the Leadership/Careers Team, host business department managers/mentors, co-workers, and family members in regard to the intern's progress and development within the SI programme.
12. Participate in training interns in the areas of self-presentation, hygiene, communication, interviewing and work/social behaviour as they relate to successful employment.
13. Assist with completing tools such as Vocational Profiles to determine the abilities of the intern, the demands of the internship tasks, and help the team to make meaningful internship matches.
14. Work with the Leadership/Careers Team to establish a mechanism to assess and provide feedback to the intern and team members.
15. Promote travel confidence to enable the intern to continue to get to the host business independently.
16. Communicate with the Leadership/Careers Team and Teaching Team regarding issues that may affect intern success at an internship or in employment. These decisions may be related to continued skills training, fading, behaviour, job tasks, etc.
17. Support the onboarding process, ensuring interns are able to provide any relevant paperwork to the host business at the point of any recruitment opportunity. Liaise with the relevant department in any onboarding and handover process.
18. Liaise with the admissions team in relation to the following year's cohort and support these learners in the transition to The Oaks' SI Programme.
19. Attend and contribute to the steering group that will aim to develop and maintain the delivery of the SI programme within the host business.
20. Attend INSET days, as instructed by the Leadership/Careers Team.

Person Specification

Qualifications & Experience		
<ul style="list-style-type: none"> ▪ GCSE accreditation or equivalent, Grade A to C in both Maths and English ▪ Qualification in Training in Systematic Instruction (TSI) ▪ Experience of SEN inclusion and/or provision. ▪ Evidence of recent relevant professional development. ▪ A minimum of 2 years learning support experience. ▪ Evidence of effective working with a variety of parents and carers. ▪ Evidence of being an effective, positive and contributing team member. ▪ Evidence of effective working with a variety of stakeholders and agencies ▪ Experience of working in more than one setting. ▪ Additional training in SEND. 		Essential Desirable Desirable Desirable Desirable Desirable Desirable Essential Essential Desirable Desirable
Knowledge		
<ul style="list-style-type: none"> ▪ A minimum of 1 year experience working with individuals with disabilities in a workplace ▪ Training or skills and experience in training/coaching, systematic instruction, job and task analysis. ▪ The use and application of ICT and assistive technology for learning ▪ The current Ofsted criteria and all relevant published professional standards. ▪ Knowledge of Health and Safety, and food standards 		Desirable Desirable Desirable Desirable Desirable
Skills & Abilities		
<ul style="list-style-type: none"> ▪ Ability to work independently but also collaboratively with the host business mentors, families, and all stakeholders ▪ Pro-actively lead and support learners' learning and work based development. ▪ Enthuse passion amongst learners to develop their skills to apply these to the workplace. ▪ Pastoral skills that support learners behaviour for learning and their personal development. ▪ Establish professional working relationships with colleagues that are characterised by an enthusiastic commitment to helping them overcome challenges. ▪ Plan and prioritise tasks, delegating where necessary and meeting deadlines ▪ Ability to inspire, motivate and encourage learners, staff and parents/carers. 		Essential Essential Essential Essential Essential Essential Essential
Personal Qualities & Abilities		
<ul style="list-style-type: none"> ▪ Demonstrate optimistic behaviour, positive relationships & attitudes towards learners and staff, and towards parents, governors and members of the local community. ▪ Role model by example – with integrity, creativity, resilience and clarity. ▪ Help drive the learners forward, empowering all learners to excel. ▪ Embrace a culture for sharing best practice with and between colleagues at all levels. ▪ Provide a safe, calm and well-ordered environment for all learners and staff, focused on safeguarding learners and developing their exemplary behaviour in the workplace and in wider society. 		Essential Essential Essential Essential Essential

Vulnerable Adults Protection

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure & Barring Service to KCCs satisfaction. The Oaks is committed to the fair treatment of its staff, potential staff or users of its services regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Where applicants have declared a criminal record, the relevance and circumstances of the offences will be considered in relation to the post applied for. Having a criminal record will not necessarily bar that person from working with us.

The Oaks is committed to safeguarding children and young people; a commitment we expect all staff to share and uphold.

