

The Oaks Specialist College

www.theoaks.ac.uk

Job Description and Person Specification

Supported Internship Tutor/Job Coach

Reporting to: Principal

Pay Range £37,000-£42,000 FTE (this will be pro rata depending on contract)

Hours: 30-37 hours, working 4 or 5 days. Term time only plus 4 weeks.

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. Lead training and support for learners on The Oaks' Supported Internship (SI) Programme, initially delivered in partnership with London Borough of Bromley Council (host business) and then in the wider labour market
2. Provide individualised support within the host business to embed employment skills.
3. Develop and maintain sustainable work placement links that may lead to paid employment.
4. Promote high-quality learning and achievement within an encouraging, organised, and aspirational environment.
5. Support learners to become as independent, skilled, and confident as possible.
6. Provide interns with the skills and knowledge to enable them to secure employment either within the host business or in other sectors.

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. Act as a key point of contact within the host business in relation to the strategic operation of the SI within the host business. Share key information in relation to college, careers and statutory updates.
4. Support the delivery of Maths, English and Employability lessons which will be overseen by a Qualified Teacher.
5. Support the teaching team to monitor and adjust target setting in relation to English and Maths. Ensure there are mechanisms in place to ensure targets continually reflect each interns' rate of progress
6. Co-ordinate and deliver the initial training for interns in relation to internship task, utilising systematic instruction (TSI) techniques.
7. Facilitate and promote relationships between interns and networks within the host business teams in which they are working and act as a key contact for communication.
8. Identify and implement reasonable adjustments and assistive technologies that support success in the workplace, in liaison with the intern and representatives of the host business and college staff.
9. Work collaboratively with the host staff on tools and strategies that improve learning and outcomes. Challenge where necessary and ensure equality within the workplace, advocating for the intern when appropriate.
10. Produce task analyses to help interns understand and meet workplace performance standards as set by the host business mentor or manager.
11. Help identify appropriate training methods alongside mentors and host business staff.
12. Learn the host business site culture, rules and expectations within each department and assist interns to understand and comply.
13. Maintain effective communication with Leadership/Careers teams, mentors, families, and co-workers regarding the intern's progress and development within the SI programme.
14. Successfully emphasise the importance of self-presentation, hygiene, communication, interviewing and work/social behaviour as they relate to successful employment.
15. Develop and maintain vocational profiles to match interns to suitable placements.
16. Develop assessment and feedback mechanisms for interns and team members.
17. Promote travel confidence to enable the intern to continue to get to the host business independently.
18. Communicate issues affecting internship success and help plan strategies to address them.
19. Support intern onboarding for employment opportunities and liaise with relevant departments and local businesses.
20. Collaborate with the admissions team in relation to the next SI cohort ensuring transition is carefully managed and executed.
21. Chair the SI steering group and act as a key contributor to the develop of the SI programme.
22. Attend INSET days as directed

Person Specification	
Qualifications & Experience <ul style="list-style-type: none"> GCSE accreditation or equivalent, Grade A to C in both Maths and English Minimum of 2 years' experience as a Job Coach Evidence of being an effective, positive and contributing team member Evidence of effective working with a variety of stakeholders and agencies 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. Experience of working in more than one setting. Additional training in SEND 	Essential Essential Essential Essential Desirable Desirable Desirable Desirable Desirable 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
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. 	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.

