#

# Job Description

**Supported Internship Instructor**

Title of Post: Supported Internship Instructor

Responsible to: Head of School – ELT and Foundation

Grade: PO1

Hours: 36 hours per week, 52 weeks per year

Base: Skyline Sheraton Hotel, Heathrow and Uxbridge Campus

**Context and Main Purpose of the Job:**

The post holder will be based at Skyline Sheraton Hotel Heathrow. They will lead and manage students with a variety of SEN needs, delivering the college's Supported Internship programme. The post holder will have overall responsibility to plan, develop, co-ordinate, and implement a holistic curriculum programme. They will be working work closely with other job coaches to ensure trainees are able develop and progress their skills on all aspects of the programme. The post holder will be expected, alongside the job coaches, to develop competitive jobs in the host business.

Reporting to the Head of School for English Language Teaching and Foundation, 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:**

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

# General Duties

1. Commitment to personal professional development.
2. Participate in a programme of personal staff development, staff conferences and staff appraisal, appropriate to both individual and college needs.
3. Support the ethos of HRUC as well as its marketing and recruitment activities.
4. Support the college’s commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults.
5. Participate fully in the development of effective teamwork throughout the college.
6. Maintain the highest professional standards in accordance with the policies of the corporation.
7. Participate in open evenings, parent/student consultation evenings and other college events.
8. Use information technology where appropriate and demonstrate a commitment to developing own IT skills.
9. Promote a positive image of the College
10. Assist with promotion, supervision, management and administration of such college activities as may be required from time to time.
11. Willingness to do evening work/and occasional Saturdays.

1. Willingness to be involved in subject-related visits.
2. Willingness to work across all college/off sites.
3. Carry out other duties as may reasonably be required by the Curriculum Manager.

**Safeguarding Children and Vulnerable adults**

* Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
* Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

**The duties and responsibilities outlined above are not exhaustive and may be varied from**

**time to time. They do not form part of the jobholder’s contract of employment.**

**Supported Internship Instructor**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Assessed? \* |
| **Qualifications**  |  |  |  |
| * Good standard of general education, and a degree or appropriate professional qualification in a relevant area
 | **✓** |  | AF/Cert |
| * Commitment to personal professional development
 | **✓** |  | AF/Cert |
| **Knowledge, Skills, and Experience** |  |  |  |
| * Experience of working with SEN students in an educational setting
 | **✓** |  | AF/IV |
| * Good organisation and administrative skills
 | **✓** |  | AF/IV |
| * Good IT skills (Microsoft Office)
 | **✓** |  | AF/IV |
| * Enthusiasm and affinity for working with students in an education setting
 | **✓** |  | AF/IV |
| * Ability to think creatively and engage positively with students with a broad range of more complex needs
 | **✓** |  | AF/IV |
| * Creativity and imagination to plan and develop an engaging curriculum for a range of students with complex needs
 | **✓** |  | AF/IV/T |
| * Ability to work as an effective team member
 | **✓** |  | AF/IV |
| * Commitment to high standards of teaching and pastoral care for students
 | **✓** |  | AF/IV |
| * Good understanding of employability skills
 | **✓** |  | AF/IV |
| * Ability to communicate effectively with clarity and credibility
 | **✓** |  | IV/T |
| * Ability to deliver dynamic, student-centred and engaging sessions that develop effective learning
 | **✓** |  | AF/IV/T |
| **Personal Attributes** |  |  |  |
| * Ability to build and maintain relationships in the host environment, using job coaches as a way to optimise this
 | **✓** |  | AF/IV |
| * An enthusiastic and positive manner
 | **✓** |  | IV |
| * Ability to work effectively under pressure and manage conflicting priorities
 | **✓** |  | AF/IV |
| * Creativity, innovation, and original thinking
 | **✓** |  | AF/IV |
| * Commitment to HRUC’s Equality and Diversity policy and Safeguarding/Prevent
 | **✓** |  | IV |

Evidence of criteria will be established from:

AF = Application Form

IV = Interview

Cert = Certificates checked on induction

T = micro-teach or skills test at selection process stage