



JOB DESCRIPTION

Job Title:	Supported Internship Employability Tutor
Salary:	£25,000 - £29,000 pro rata
Hours:	35 per week
Contract type:	Permanent
Responsible to:	Foundation Curriculum Manager
Job Location:	The main place of work is the internship host business site (Liverpool City Council). All employees are required to be flexible in their approach and would be expected to work at other sites as and when required. This job may require occasional evening and weekend work.

Job Purpose

- To deliver outstanding teaching, learning and assessment to all students.
- Co-ordinate the delivery of a transition to work programme for young people with a learning disability.
- Identify a student's strengths, interests, and abilities related to skill acquisition, job development and employment.
- Deliver an employability curriculum and use job-coaching techniques to support young people's development towards employability.
- Seek appropriate employment consistent with the student's interests and skills and to work with local business and industry to meet their employment needs. Perform specific workplace analysis, job analysis, task analysis, and job matching activities. This will be done in coordination with a job coach.
- Determine and refer young people on the programme to appropriate support services for training and successful employment.

Main Duties and Responsibilities

- Identify and coordinate internship rotations within the host business so that students can participate in a variety of work experiences to build marketable, competitive skills leading to employment. If needed, source placement opportunities external to the host business.

- Support learners to take part in initial baseline assessments to identify individualised targets in accordance with EHCP outcomes.
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- Provide a generic design for reasonable adjustments needed in the workplace, to be implemented across the whole host business.
- Coordinate travel training (when appropriate) on public transport or teach students to be able to access private transport independently.
- Communicate regularly with business liaison, job coach and host business mentors for the purposes of the recruitment and selection of new interns, monitoring the progress of current interns and coordinating operational meetings on site to discuss any issues arising
- Develop and deliver high quality and inclusive courses of learning employing a variety of teaching and learning strategies to engage, stimulate and inspire students at all levels.
- Plan, maintain and develop excellent resources and course materials.
- Provide students with accurate and timely formative assessment and developmental feedback; this will include the role of a personal tutor.
- Ensure adherence to efficient student journey tracking in compliance with Greenbank's quality systems and funding body guidelines by monitoring, supporting and accurately recording student attendance, retention, performance and achievements in a timely manner.
- Maintain excellent subject knowledge by keeping abreast of developments in specialist field and undertaking regular professional development that reflects standards in the theory and practice of education and the use of information, learning technology and other resources to stretch, challenge and meet students' individual learning needs.
- Safeguard and support the wellbeing of students, ensuring a consistent, constructive approach to dealing with student behaviour and responsibility for reporting child protection matters.
- Attend designated in house training sessions and any additional training recommended by the line manager.
- To work as part of the College tutor team, sharing resource development, promoting good practice and attending regular team meetings.
- Actively support the achievement of annual Greenbank targets for student attendance, retention and success rates.
- Support Greenbank's mission and values and comply with all of its policies procedures and legislative requirements.
- Fulfil other duties assigned by Greenbank's senior management as may be required from time to time, including providing absence cover for colleagues, attending parent/carers evenings and supporting other College events.

This job description is an outline of the current main duties of the post and may be reviewed when relevant in line with the development of the organisation.

Greenbank is committed to safeguarding children and safer recruitment practices and will undertake all required Department of Education employment checks including those of the Disclosure and Barring Service.

Further information about the Disclosure and Barring Service can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Greenbank is an equal opportunities employer and applications are particularly welcome from disabled people.

If you have subject knowledge and expertise in this area but don't yet have a teaching qualification, we would still welcome your application as it may be possible for you to undertake a teaching qualification alongside your employment.

Application forms available from

www.greenbank.org.uk

or call 0151 733 7255

PERSON SPECIFICATION

JOB TITLE: Supported Internship Employability Coordinator

Essential	Evidence
Level 2 in English and in maths	A/I
Proven experience of teaching and assessing in a college/vocational environment	A/I
Experience of job coach support delivery in an employer setting	A/I
Relevant subject specific qualifications	A/I
Have, or are willing to commit to achieving, a SEND qualification within 2 years	A/I
Good working knowledge of supported internship programme and the ability to match resources to student needs	A/I
Excellent organisational, digital and written skills	A/I/O
Understanding of national and legislative standards in the Further Education sector including the Education Inspection Framework (EIF) and ability to transfer this knowledge into other employment sectors	A/I/O
Good assessment and diagnostic skills	A/I
Proven communication skills	A/I/O
To be a team player and have the ability to work on own initiative	A/I
Awareness and understanding of Keeping Children Safe in Education	A/I
Positive attitude to equality and diversity and ability to demonstrate a commitment to the development of all students	A/I/O
Desirable	Evidence
Experience of working with young people including those with special educational needs and disabilities	A/I/O
A recognised teaching qualification – Certificate in Education or a PGCE	A/I
Hold appropriate assessor and internal verification qualifications	A/I

Candidate's suitability will be measured by assessment in the following ways:

A – Application: I – Interview: O – Observation

Note = check that include Personal Tutoring; include open evenings