

Job Description

Job Title: Supported Internship Coordinator
Reports to: Employment and Progress Manager
Department: Education
Salary: £34-38k

Overall Purpose

To contribute to the delivery of the organisational mission through the effective co-ordination of operations with a focus on ensuring an exceptional educational experience and student progression.

The role will support the strategic direction of the organisation as well as ensuring that the curriculum operates effectively on a day- to -day basis to prepare students for adulthood and in accordance with our organisational values and competencies.

This role may require working onsite of the employers we work with, some being in remote locations. A driving licence and access to a vehicle is therefore a requirement of the role.

Core Focus Purpose

- Co-ordinate the operational actions for Supported Internships across the organisation to ensure that all students receive a safe and empowering learning experience which meets individual needs and EHCP outcomes.
- Work collaboratively with all other co-ordinators, internal and external stakeholders to achieve positive operational impact in role.
- Line management responsibilities for identified roles.
- Work with the Employment Manager and others to develop an effective employment programme which supports students whilst on programme and whilst preparing for employment.
- Meet agreed departmental targets and deadlines.

Duties and Responsibilities

- Co-ordinate the operational activities within the Supported Internship Programme to ensure a high-quality student experience that leads to outstanding achievement, progression, independence, and employability outcomes for all students.
- To deliver innovative, timely and effective teaching, learning and assessment, which enhances the progression opportunities for students to effectively prepare them for adulthood and be active citizens through effective planning, implementation, impact, and record keeping.
- Work collaboratively with colleagues to deliver a consistently high- quality learning experience for all students.
- Be a reflective practitioner that is always striving for improvement, actively contributing to quality cycles and proactive in professional continuous improvement.

- Demonstrate best practice and ensure the implementation of all college policies and procedures.

General Responsibilities for all Staff:

- Ensure that all beneficiaries are treated with dignity and respect.
- Empower students and residents to maintain their personal independence and confidentiality.
- Contribute positively to a high-quality teaching, learning and caring environment.
- Comply with health & safety and safeguarding regulations.
- Any other reasonable duties commensurate with role as required.

Person Specification

Qualifications & Experience

Attribute	Criteria	Evidence
PGCE / CertEd teaching qualification or equivalent	Essential	Certs
Educated to Level 5 (Degree) in relevant subject	Essential	Certs
Level 2 or above in English and Maths	Essential	Certs
Prior experience of working with Supported Interns and knowledge of training in systematic instruction	Essential	App & Int
Excellent understanding of the inspection frameworks including Ofsted EIF, autism framework and SEND code of practice	Essential	App & Int
Excellent understanding of teaching, learning and assessment within specialist education.	Essential	App & Int
Previous effective experience of operational co-ordinating	Desirable	App & Int

Role Specific Competencies

This role requires the candidate to demonstrate **competency Tier 2 - 3** within the interview process. The skills and behaviours that you need to evidence can be found in the Competency Matrix (See attached)

Competency - Core	Criteria	Evidence
Committed to Homefield's Values of Equality, Empowerment, Respect and Sustainability. Demonstrates the skills and behaviours that will contribute to the college's success	Essential	Int
Shows emotional intelligence when communicating with others and is able to share information in an effective way.	Essential	Int
Plans activities with intent, implements them to a high standard and delivers with measurable results to ensure there is Quality Delivery using evidence-based approaches .	Essential	Int
Competency - Technical	Criteria	Evidence
Actively uses Innovation to seek creative ways to develop ideas which improve delivery.	Essential	Int
Demonstrates Analytical Thinking and ensures research and data analysis is involved in decision making.	Essential	Int
Actively looks at Personal Development and ways to improve own knowledge.	Essential	App & Int
Competency - Behavioural	Criteria	Evidence
Ensures there is Collaboration across the college and finds opportunities for synergy and integration across teams	Essential	Int
Evidences Conflict Management by dealing with situations effectively and impartially	Essential	Int
Acts with Integrity , strong moral principles and is honest and trustworthy.	Essential	Int

Note: This job description and person specification is not an exhaustive description – it is a guide and will be subject to review to meet the service / business needs.