

Job title:	Supported Internship Tutor
Reports to:	Head of Inclusion
Business area:	Inclusion
Responsibility for others:	No

Job purpose

We are seeking an enthusiastic, inclusion-driven Supported Internship Tutor to lead and deliver a high-quality Project SEARCH Supported Internship programme for learners with Education, Health and Care Plans (EHCPs).

This role is central to enabling young people with SEND to develop confidence, independence and marketable skills, progressing into sustained paid employment. You will support learners from recruitment right through to successful completion of their internship, working in close partnership with learners, families, employers and support agencies.

You will combine inclusive teaching practice, employment readiness training and employer engagement to ensure every intern is supported to achieve their full potential.

Main duties and responsibilities:

Teaching, Learning and Learner Progress

- Lead and coordinate the Project SEARCH Supported Internship programme, including an agreed teaching commitment.
- Deliver an inclusive, individualised employability curriculum, embedding literacy, numeracy, workplace behaviours and life skills.
- Create engaging, motivating learning experiences that promote participation and do not allow learners to disengage or “opt out”.
- Maintain a consistently high standard of teaching which is positive, aspirational and outcomes-focused.
- Monitor learner attendance and punctuality across learning and work placements, supporting interns to develop independence and accountability.
- Maintain Individual Learning Plans (ILPs) and contribute actively to progress reviews, EHCP outcomes and achievement tracking.
- Ensure support staff are effectively prepared and deployed to maximise learning and workplace success.
- Provide regular, meaningful feedback to learners that builds confidence and promotes progress.
- Seek and promote social or enrichment activities that will enhance skills development.
- Provide opportunities for learners to work towards and achieve their EHCP outcomes.

Employment Preparation and Employer Partnerships

- Identify, develop and sustain high-quality internship opportunities within host businesses and external stakeholders.
- Work collaboratively with employers and job coaches to support interns through job analysis, task breakdown and systematic instruction.
- Assess workplaces and design reasonable adjustments to ensure inclusive employment environments.
- Support learners to develop professional behaviours, resilience and strategies for sustaining employment.
- Work with students and families to explore career goals, preferences and pathways.
- Lead the development of learner portfolios evidencing employability skills, achievements and references.
- Support the programme aim of enabling a minimum of 60% of interns to progress into paid employment (16+ hours per week).
- Work proactively within Inclusion, curriculum and employer-based teams.
- Build strong professional relationships with internal colleagues, employers, local authorities and partner agencies.
- Lead or contribute to identified improvement or development projects.
- Participate fully in team meetings, performance review processes and professional development.

Planning and Development

- Plan and prepare learning materials and lesson documentation to ensure continuity of delivery.
- Contribute to curriculum development and programme improvement.
- Maintain accurate and timely learner data using Group systems (e.g. ProMonitor, ProSolution).
- Contribute to quality assurance, self-assessment and continuous improvement processes.
- Support recruitment, marketing, enrolment and induction activities for supported internship programmes.
- Promote the programme through events, outreach activities or engagement with prospective learners, families, schools or partners.
- Plan and contribute to recruitment, enrolment or induction activities for learners.

Quality, Performance, and Improvement

Contribute to the setting and achievement of targets and take responsibility for the achievement of course related targets, utilising Group systems such as ProMonitor to track progress.

Actively participate in whole Group and area specific approaches to improving teaching and learning including the Teaching and Learning Strategy.

To supply complete, accurate and timely student data as required by the Group and funding agencies including timely completion of registers, enrolments and student withdrawals.

Use Group information systems to access and provide data and information, for example to support student progress and inform management decisions.

Take part in quality improvement processes as required by the Group.

Organise, administer and maintain student files/records according to the requirements of the Group.

Student Experience

Promote student progress, engagement and achievement, and ensure a high-quality student experience.

Participate in student induction, tutorial, assessment, recording and review processes, including the completion of appropriate records using the designated Group systems.

Provide information, advice and guidance, and academic and pastoral support to students as appropriate.

Provide support to and encourage positive behaviours of learners and groups of learners. This may include those with particularly challenging behaviours.

Take part in interview evenings and open events as required.

Personal & Professional Development

Participate actively in the Group's performance and development review programme and undertake appropriate staff development activities that support personal development and fulfil the corporate objectives and values of the Group.

Undertake appropriate learning and development including any academic, vocational and professional updating, and legal compliance training relevant to the post which fulfils the objectives of the Group.

Participate in a minimum of 30 hours (pro rata for part time) per year learning development.

Context:

We are looking for an enthusiastic professional with high standards who will be fully committed to ensuring our students achieve their full potential. The post holder must be capable of working as a member of a team with a flexible and adaptable approach to work. Whilst the hours of work are normally 37 hours per week, the post holder will be required to be available to complete tasks in support of the Group.

Relationships to other posts in the Group:

Responsible to: Head of Inclusion

Liaison with: Managers, teaching and support staff within the area and across the Group in particular, the Head of Inclusion and Heads of curriculum, business support units, local employers, Local Authority Staff and Project SEARCH Steering Group.

Responsibilities of all employees within the Group:

- Demonstrate a commitment to Group values.
- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action as necessary.
- Are committed to upholding British Values, celebrating equality and diversity and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation at all times.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff and resources with their scope of responsibility.
- Ensure risk assessments are undertaken, updated and submitted in line with Group policy.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.

Person Specification – Supported Internship Tutor		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Essential or Desirable	Application (A) Interview (I) Reference (R) Task (T)
Qualifications and Training		
Degree in relevant subject specialism	Essential	Application/Interview
PGCE or recognised full teaching qualification	Desirable	Application/Interview
GCSE A* - C (9 - 4) in English or equivalent	Essential	Application/Interview
GCSE A* - C (9 - 4) in Maths or equivalent	Essential	Application/Interview
Safeguarding and Prevent training (or to be completed within one month of appointment)	Essential	Application/Interview
Assessor and Verifier Award	Desirable	Application/Interview
Training in Systematic Instruction	Desirable	Application/Interview
Experience		

Experience of teaching, learning and assessment in secondary education, FE or Adult Learning	Essential	Application/Interview
Significant experience of working with young people or adults with a range of learning disabilities, differences and disabilities in an education environment	Essential	Application/Interview
Experience of enabling learners to work towards EHCP outcomes	Essential	Application/Interview
Experience of Employer Liaison	Essential	Application/Interview
Experience of adopting a range of teaching and learning strategies	Essential	Application/Interview/Reference
Experience of assessment (internal or external) based on exam board criteria	Desirable	Application/Interview
Experience of finding work placements	Desirable	Application/Interview
Knowledge		
Knowledge of the principles of teaching, learning and assessment	Essential	Interview/Task
An up-to-date knowledge of the relevant curriculum	Desirable	Application/Interview
An understanding of issues in relation to safeguarding all students	Essential	Interview/Reference
Skills and Competencies		
A track record of good success rates in teaching and learning	Essential	Application/Interview/Reference
Competent in the use of technology in and out of the classroom	Essential	Interview/Task
Ability to plan, deliver, assess and evaluate teaching and learning activities effectively	Essential	Interview/Task
Time management skills, organisational skills and the ability to meet tight deadlines	Essential	Interview/Task
Ability to maintain appropriate discipline, including the management of the behaviour of challenging learners and groups of learners	Essential	Interview/Task
The ability to form and maintain appropriate relationships and personal boundaries with all students	Essential	Interview/Reference
Ability to work alone and as part of a team with good interpersonal skills (face to face, email and over the telephone) and the ability to influence and effect change.	Essential	Interview
Ability to Effectively communicate with a wide range of people with different levels of knowledge & understanding of learning disabilities	Essential	Application/Interview/Reference
Ability to lead professional development of staff within the host business around working with learners with learning difficulties and/or making reasonable adjustments	Essential	Application/Interview/Reference
A proficient networker who is able to communicate effectively and maintain relationships with a host business and create new links with other external employers / a range of partners	Essential	Interview/Reference
Attributes		
Flexible approach to working practices and adaptable to change	Essential	Interview
Innovative and creative in meeting the needs of learners	Essential	Interview
The ability to show empathy & encouragement towards interns who may find tasks or roles difficult to comprehend	Essential	Interview / Task
A keen enthusiasm for raising the aspirations of young people with SEND	Essential	Interview
A self-starter who is able to determine and manage their workloads with minimum supervision	Essential	Interview
Friendly and professional approach	Essential	Interview / Task
A commitment to the promotion of equality of opportunity and diversity at all times both in and outside the classroom	Essential	Interview