



Supported Internship Lecturer

Job description, 2024

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Job description

Job title	Supported Internship Lecturer	Team	Education
Job band	£36,562 spot salary	Reporting to	St Johns College Curriculum Manager
Hours	40 hours per week	Line manages	Job Coaches X2

Approved by: Executive Head - St Johns College

Updated: March 2025

Role purpose

To deliver a successful supported internship curriculum and support interns to move into paid work. Provide the delivery, teaching and course leadership to St John's College interns at the supported internship host site. To be the daily point of contact for all key stakeholders and provide daily operational oversight for the smooth and successful running of the internship project

Valuing difference is a core value of Ambitious about Autism. This role will support, promote and celebrate the development and embedding of an inclusive culture, practice and ways of working.

Key accountabilities and dimensions

Teaching and Learning

- To deliver the supported internship curriculum at the host employer premises.
- To design schemes of work, lesson plans, assignments and assessments as required and to assess intern's work in line with departmental and awarding body requirements
- To lead initial assessment, target setting, ongoing assessment, set up and review of Individual Learning Plans (ILP's)
- To teach interns in a way that suits individual needs, is motivating, supportive and inspiring
- To develop teaching resources
- To use new learning technologies in undertaking teaching and other duties
- To be a personal tutor for the supported interns.
- To assist where required, with the establishment and monitoring of work placements or rotations
- Where appropriate, coordinate travel training on public transport or teach interns to be able to access private transport independently

- To keep records, monitor and track interns' progress.
- To lead the preparation for external verification and inspection
- To ensure the provision of a high-quality internship through inputting into and managing the completion of the Supported Internship Quality Assurance Framework (SIQAF)
- Collect data on outcomes including jobs gained, wages, hours worked per week, benefits taken, etc., in line with college processes and DFN Project SEARCH requirements.
- Ensure that the voices of young people and families are considered in the planning and delivery of the service
- To ensure effective implementation of the College policies and procedures relating to safeguarding, health & safety, confidentiality and data protection and equalities
- Coordinate travel training (when appropriate) on public transport or teach students to be able to access private transport independently
- Oversee Access to Work claims for interns at the host employer, making sure paperwork is completed correctly, submitted on time and tracked.

Partnership Management

- To maintain positive relationships with all key stakeholders. This will include: the host employer, DFN Project Search, funding Local Authorities, the Department for Work and Pensions etc.
- Effectively line manage two job coaches and support them to create department analysis and utilise their training in systematic instruction to create meaningful work rotations.
- Work closely with a Follow-on Coordinator to ensure interns are supported to apply for their next steps during the programme.
- To develop effective links with external partners, employers and the local community as required.
- To undertake risk assessments, including PEEPS
- To carry out such duties and responsibilities under the Health and Safety at Work Act and associated legislation as described in the College's Health and Safety policy or the documents of host employers
- Organise and manage initial assessment, skills assessment, open events and celebration events both pre and post programme.
- Schedule, plan and deliver information sessions to publicise the programme and recruit potential interns, in liaison with other college staff, local authorities and referral partners.

Training and Development

- To keep up to date with subject specialism and to attend training identified
- To be committed to continued professional development

Safeguarding and Safety

- Ensure safe working practices

- Safeguarding incidents; medication errors; other incidents and accidents errors are appropriately reported.

Additional duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard interns—to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where interns can reach their full potential and maximise their engagement in learning.
- Willing to work flexibly to support intern shift patterns and interviews, including weekends and during leave periods where required.
- Willing to work at other Supported Internship sites to provide staff cover when appropriate.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Head of College

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Educated to degree level or equivalent experience	X
2. Cert Ed or equivalent qualification	X
3. Experience of Teaching and learning in post-compulsory education	X
4. Experience of further education curriculum delivery planning and administration	X
5. Experience of working with young people with autism and/or learning disability in a learning environment	X
6. Computer literate with a good working knowledge of Microsoft Office	X
7. Experience of stakeholder management	X
8. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Understanding and Willingness to undertake the deputy designated safeguarding lead role.	X
Personal attributes	
9. Willingness to work flexibly <u>and autonomously</u>	X
10. Values driven and prepared to go the extra mile	X
11. Resilient and able to work on own initiative and work as part of a team	X
12. Interpersonal skills and the ability to lead and build effective partnerships with individuals and organisations	X
13. Ability to plan, manage and deliver work to agreed deadlines	
14. Being self-directed and able to work autonomously off-site at host employer	X
15. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

Stage	Timescale
Closing date for applications	4th March 2026
Candidates informed of outcome of application	5th March 2026
Interviews	13th March 2026

How to apply

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact Ben Lowe, **Recruitment Manger** [_blowe@amambitiousaboutautsim.org.uk](mailto:blowe@amambitiousaboutautsim.org.uk)

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

The Pears National Centre for Autism Education
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ info@ambitiousaboutautism.org.uk

🌐 ambitiousaboutautism.org.uk

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Ambitious about Autism Schools Trust is an exempt charity in