

Opportunities Beyond Meadow CIC

Job Description

Job Title: Project Search Instructor

Salary: Scale 6

Hours: 36 hours

Contract type: Term time only + 5 training days - 39 weeks per year and 1 additional week (equivalent) to be worked as directed time, spread across the academic year as required.

Reporting to: AHT/ Director for Opportunities Beyond Meadow CIC

Responsible for: delivering a high-quality transition-to-work programme for young adults with learning disabilities. The role involves planning and delivering employability curriculum, coordinating job coaching, liaising with stakeholders, and ensuring that students receive appropriate support to develop job-specific skills and secure competitive employment.

Main purpose

- Provide a seamless system of support before, during, and at the conclusion of the Project SEARCH programme, adopting a person-centered approach to meet individual needs
- Plan and coordinate Skills Assessment Day, preparing all necessary resources
- Participate in internal and external meetings, including staff meetings, planning meetings, and student review meetings

Duties and responsibilities

Employability and Skills Development

- Plan, deliver and adapt as needed the employability curriculum whilst embedding Functional Maths, English and Life skills and using job coaching techniques
- Develop Individual Education Plans (IEP) and transition goals for new interns, contributing to a career plan based on individual preferences and skills
- Implement appropriate assessment, objective setting, recording, reporting, and evaluation of employment programmes
- Ensure that interns' learning experiences are organised in a progression that supports their development, identifying strengths, interests, and abilities related to skill acquisition, job development, and employment

Job Coaching and Workplace Support

- Provide job coaching to assist interns with skills acquisition and problem-solving
- Train interns in the interview process for internship sites and competitive positions

- Work alongside the job coach to perform workplace analysis, job analysis, task analysis, and job matching activities
- Coordinate travel training for students to use public or private transport independently

Internship Development and Support

- Work with business liaison and department managers/mentors to develop internship sites, write job descriptions, and plan for necessary job modifications
- Identify students' skills to enable them to participate in various work-based tasks to build competitive skills leading to employment
- Develop opportunities that will increase job-specific skills, work quality, and productivity
- Seek appropriate employment consistent with students' interests and skills, working with local businesses to meet their employment needs

Parent and Stakeholder Communication

- Communicate with parents/carers on a regular basis around progress on the programme and areas where their support is needed
- Contact local authorities to obtain Education, Health, and Care Plans (EHCPs) for applicants
- Schedule, plan, and implement regular written communication with parents and other stakeholders

Employment Planning

- Plan and implement employment planning meetings for each student participant with appropriate parties
- Complete Annual Reviews, coordinate meetings, invite families and relevant agencies, and provide completed documents to local authorities
- Complete DWP Access to Work paperwork, applications, and support plans, and liaise with the finance department

Collaboration with Businesses and Employers

- Meet regularly with business liaison, managers, and mentors to discuss intern strengths and challenges
- Provide cost information to local authorities
- Represent MHS/ Opportunities Beyond Meadow CIC when required at meetings, conferences, and events

Data Collection and Reporting

- Upload programme data to the portal on the Project SEARCH website and report data to Project SEARCH and other partners.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the values, ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Safeguarding

- Promote the safeguarding of all interns on the programme
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children) and our safeguarding and child protection policies
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing and recording concerns in a timely and accurate manner

Other areas of responsibility

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

General Responsibilities

The post holder may also be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. In the event of exceptional and unexpected situations to adapt working practices inline with leadership, governors or government decisions.

Annual JD Review

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Supported Internship Programme in relation to the post holder's professional responsibilities and duties.

Last Updated: May 2025

Headteacher / line manager's signature:

Date:

Postholder's signature:

Date:

Person specification

Project Search Instructor

Training and Qualifications

E	Appropriate qualification (or equivalent) at a minimum Level 3 such as: <ul style="list-style-type: none">• Level 3 Award in Education and Training• Level 3 PTLLS (Preparing to Teach in the Lifelong Learning Sector)• Assessor Qualifications (TAQA – Level 3 Certificate in Assessing Vocational Achievement)• Training Qualifications (e.g. Level 3 Certificate in Delivering Training)
D	Successful experience in an SEND setting

Skills and knowledge

E	Strong knowledge of employability skills and job coaching techniques.
E	Experience in coordinating work placements, job descriptions, and workplace accommodations.
E	Ability to use initiative and to make decisions
D	A good understanding of how young people with SEND learn
D	Good understanding of the local labour market
E	Ability to build effective working relationships with interns, colleagues and parent/carers
D	Knowledge of requirements around safeguarding children
D	Knowledge of effective behaviour strategies
E	Good ICT skills

Personal qualities

E	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
E	High expectations for all pupils

E	Ability to work under pressure and prioritise effectively
E	Commitment to maintaining confidentiality at all times
E	Commitment to safeguarding and equality