

Opportunities Beyond Meadow CIC

Job Description

Job Title: Project Search Instructor

Salary: Scale SO2 + SSA

Hours: 36 hours + directed time

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: Providing strategic leadership in the development, delivery, and continuous improvement of a high-impact transition-to-employment programme for young adults with learning disabilities. The postholder will lead on curriculum design, cross-sector coordination, job coaching implementation, and stakeholder engagement to maximise competitive employment outcomes and independence for all learners.

Main purpose

To lead a person-centred, outcomes-driven programme that supports young adults with SEND in developing the skills, confidence, and experience required for sustained employment. This includes overseeing a structured employability curriculum, coordinating employer partnerships, and ensuring effective wraparound support throughout the internship journey.

- Design, coordinate and lead the Skills Assessment Day, including all associated resources and logistics.
- Actively participate in planning and review meetings with internal and external stakeholders.

Duties and responsibilities

Employability and Skills Development

- Design, deliver and adapt as needed the high-quality employability curriculum tailored to individual student needs, embedding Functional Maths, English and Life skills and using job coaching techniques.
- Lead on the development and review of Individual Education Plan (IEP) and career-focused transition goals.
- Implement robust systems for assessment, progress tracking, reporting, and quality assurance of learning outcomes.
- Ensure a clear progression pathway for each intern that reflects their skills, interests, and long-term aspirations.

Job Coaching and Workplace Support

- Provide job coaching to assist interns with skills acquisition and problem-solving.
- Deliver personalised pre-employment preparation, including interview and workplace readiness training.
- Supervise and guide the job coaches to perform workplace / task analysis, and job matching activities.
- Lead on travel training to enhance intern independence.

Internship Development and Support

- Collaborate 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

Coordinate multi-agency input and ensure timely, accurate reporting to all relevant stakeholders.

- Develop structured communication strategies to keep parents and carers informed and engaged-
- Liaise with local authorities to obtain, review and update Education, Health, and Care Plans (EHCPs).
- Coordinate multi-agency input and ensure timely, accurate reporting to all relevant stakeholders.

Employment Planning

- Organise and lead employment planning and review meetings involving families, professionals, and employers.
- 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

- Act as the lead representative of Opportunities Beyond Meadow CIC in developing and sustaining strong employer links
- Promote the mutual value of inclusive employment through targeted engagement with local businesses
- Provide timely costings and data to local authorities and other stakeholders as required
- Attend and represent the programme at conferences, events, and strategic forums

Data Collection and Reporting

- Manage and submit data to Project SEARCH, DfE, and other relevant platforms
- Analyse trends to inform continuous improvement and strategic planning across the programme

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
- Comply with the statutory frameworks setting out their professional duties and responsibilities

Safeguarding

- Actively promote and prioritise the the safety and welfare-of all interns on the programme
- Follow statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children) and our safeguarding and child protection policies
- Liaise 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