



## JOB DESCRIPTION

Oldham College

<b>Job Title:</b>	Supported Internship Coordinator		
<b>Department:</b>	ALS	<b>Job Ref:</b>	
<b>Grade:</b>	PO37-PO39 (£36,146.880 to £38,438.64).	<b>Position Type:</b>	Tutor / Line Manager of Job Coaches
<b>Responsible to:</b>	Stephanie Firth	<b>Responsible for:</b>	Employment Officer, Job Coaches

### Job Description

#### Main Purpose of Role

- 1.1 Provide effective leadership, and co-ordination of resources and staff for Supported Internship provision.
- 1.2 Take responsibility for the successful day to day operational running of the Supported Internship provision.
- 1.3 Ensure the curriculum and/or support provision is reviewed updated as required and in line with the departmental strategic direction under direction from the Head of ALS.
- 1.4 To contribute to the promotion of excellence in teaching/support, learning and assessment, working as part of a team in the Department.
- 1.5 To be responsible for the organisation of teaching/support and learning for a specific assignment of learners including overseeing the provision delivered by other Tutors
- 1.6 To promote and provide excellent customer service internally and externally in all areas of the role.
- 1.7 To work with the Head of Additional Learning Support to develop and grow the Supported Internship  
Provision in line with College expectations / Strategic Plan

#### Main Duties and Responsibilities

##### Key Accountabilities

##### 2.1 Preparation and Teaching

2.1.1 Ensure learners are set targets that add value, enable the achievement of stretching learning goals and are provided with the necessary support to assist them in successfully completing their programmes and work placements.

2.1.1 Be aware of Key Performance Indicators and targets within the area and contribute to their monitoring regularly and achievement.

2.1.2 Develop innovative and stimulating teaching learning and assessment materials for use in a range of delivery modes, in addition to a commitment to teaching and learning development, e.g. peer observation and CPD related activity.

2.1.3 Design and deliver a flexible and relevant range of provision, including preparation for adulthood and for work, to meet the needs of students, employers and members of the communities of Oldham.

2.1.4 Maintain familiarity with the changing demands of the curriculum, assessment and customer needs and reflect these changes in the design, delivery and assessment.

2.1.5 Have up-to-date Programme Specifications and Schemes of Work for all courses/classes taught and prepare suitable teaching materials for delivery of courses.

2.1.6 Maintain current and appropriate resources for all course units on the College VLE and develop flexible opportunities for delivery and catch up.

2.1.7 Prepare suitable materials/activities for independent and differentiated learning ensuring students have guided access to materials/activities relevant to their courses.

## **2.2 Student Progress & Achievement**

2.2.1 Ensure that all administrative records, systems and support requirements e.g. examinations entries are accurately maintained to meet the requirements/ standards internally and by external agencies.

## **2.3 Curriculum Development and Quality Assurance**

2.3.1 Participate in the development and delivery of Faculty and Cross College marketing and promotion activities.

2.3.2 Maintain systems for course and student management including the pastoral entitlement, VITAL updating, progress reviewing, maintaining ILPs, internal and external verifications, and Quality Assurance Processes.

2.3.3 Where appropriate be a subject/progress tutor to a group or groups of students and fulfil the associated responsibilities regarding target setting, reviewing progress, guidance and counselling, action planning, feedback and progression guidance and support, etc.

2.3.4 Undertake IV as required.

2.3.5 Enrol students and complete registers in a timely manner.

2.3.6 Improve quality in area of responsibility through actions following feedback of students, line manager, peers and quality processes.

2.3.7 Participate in Faculty and Cross-college development initiatives including, as required, showcasing teaching and learning materials/methods used within own courses.

2.3.8 Maintain an awareness of Health and Safety at all times and ensure that students are aware of safe practices and procedures.

## **2.4 Team Management Responsibilities**

2.1.1 Responsible for the day to day organisation of the Employment Officer and the Job Coaches within the Supported Internship Team

2.1.2 Promote excellence in teaching, learning and support through own practice and support the team to achieve the outstanding standards.

2.1.3 Working with the Head of Additional Learning Support to provide effective leadership of the team including:

- Allocating duties
- Creating and maintaining effective working relationships
- Enhancing team performance
- Performance Development Reviews

## **Planning & Financial Management**

2.4.1 Support the Head of Additional Learning Support to maximise income and cost effectiveness within the area and achieve targets around achievement, attendance, retention and progression

2.4.2 With the Head of Additional Learning Support ensure that effective curriculum planning and use of resources in the area meets the needs and demands of the college strategic direction and financial imperatives.

2.4.3 As part of the Self-Assessment process, contribute to the department SAR.

## **2.5 General**

2.5.1 This job description is a summary of the key areas of responsibility. It is not a definitive list. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities.

2.5.2 To be responsible for promoting and safeguarding the welfare of children, young persons and/or vulnerable adults for whom you are responsible or come into contact with as part of your role. You will be expected to share the College's commitment in this respect.

### **3. Relationship to other posts**

Responsible to: Head of Additional Learning Support

Responsible for: SI Work Placement Officer and Job Coaches

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### **General**

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

### **Equality and Diversity:**

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

**Health and Safety:**

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College’s Health and Safety Policy and Procedures.

**Safeguarding Children and Vulnerable Adults:**

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed.

You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:		Date:	
Reviewed By:		Date:	
Reviewed By:		Date:	

## PERSON SPECIFICATION

### POST:

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application, providing evidence wherever possible.

The College takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

**Assessment:** Items marked with a \* are short-listing criteria, all other criterion will be assessed at interview and/or by other assessment methods.

<b><i>Skills, Knowledge &amp; Experience</i></b> <b>ESSENTIAL:</b>	Short-listing criteria - evidence Required *
Experience of target setting and Person Centred Planning with learners	*
Knowledge of the Additional Learning Needs of learners with EHCPs	*
Experience of delivering practical training and support to learners with SEND	
Proven track record of achieving excellent attendance and punctuality, providing a strong role model for learners.	*
Ability to support and nurture learners, with the aim of meeting desired outcome	
Understand what constitutes excellence in teaching, learning and assessment and demonstrates proactive approach to addressing own CPD to achieve excellence.	
IT and Digitally literate	
Good understanding of learner and customer needs and a track record of developing and delivering a high quality outcomes for learners.	
Excellent Organisation Skills	
Excellent Interpersonal skills and communication skills (written and oral)	*
Ability to deal openly with learner issues and problems.	
<b><i>Skills, Knowledge &amp; Experience</i></b> <b>DESIRABLE:</b>	

Experience of planning and delivering employability qualifications	
Experience of working with learners with different levels of ability and differentiate tasks according to learner needs	
Possess Leadership skills to be able to lead others effectively	
<b><i>Qualifications</i></b>	
<b>ESSENTIAL:</b>	
Professional qualification or first degree in relevant area or equivalent	
Recognised Teaching / Training qualifications	
A*- C in English and Maths	
<b><i>Qualifications</i></b>	
<b>DESIRABLE:</b>	
<b><i>Other Work Related Requirements</i></b>	
<b>ESSENTIAL:</b>	
Ability to work occasional evenings, Saturdays, on a rota basis as required	*