

## JOB DESCRIPTION



**FACULTY:**

**JOB TITLE: SUPPORTED INTERNSHIP CLASS TEACHER (16-19)**

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**RESPONSIBLE TO: College Principal**

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### 1. JOB PURPOSE

- a) To determine the student's strengths, interests, and abilities related to skill acquisition and establish projects within the school environment and seek appropriate community job sites
  - b) To develop a curriculum, for students aged 16 to 19, that encompasses pre-employment key skills that are needed to support the students in job development
  - c) To lead and manage a team who can support the students in pre-employment skills and work placements
  - d) To refer to appropriate community support services for training and successful Supported Internship or Apprenticeship programmes.
  - e) To work with local business and industry to develop a pre-Supported Internship programme.
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### 2. PRINCIPAL ACCOUNTABILITY

**TEACHING AND LEARNING – Develop skills and provide pre-internship opportunities for students resulting in successful progression on to Supported Internship or Apprenticeship programmes.**

- a) Work with a job coach to identify pre-internship sites within the host business so that students can participate in a variety of work experiences in order to build marketable, competitive skills which leading to Supported Internship or Apprenticeship programmes.
- b) Develop work opportunities and sites within the school environment that will increase job specific skills, work quality and productivity.
- c) Plan with students, families, and support services to determine career interests, specific job preferences (hours, location, etc.), skills and abilities in order to develop a personalised programme.
- d) Work with the team to perform specific workplace analysis, job analysis, task analysis, and job matching activities.
- e) Coordinate and design reasonable adjustments needed in the workplace, to be implemented across all sites (eg signs on filing cabinets, pictorial instruction manuals).
- f) Identify and create solutions for behavioural habits that may interfere with gaining and maintaining employment in the future.
- g) Teach employability skills such as communication, problem solving, teamwork, grooming, budgeting and self-advocacy.

- h) Monitor and record daily attendance at sites.
- i) Maintain student PEPs and vocational profiles, setting appropriate long-term goals and short term targets with students based on participation, skill development, attitude, etc. Review PEPs and vocational profiles regularly and record progress.
- j) Assess students on a daily/weekly basis and layer on additional skills.
- k) Coordinate internal rotation opportunities within the host business and necessary job support for students.
- l) Coordinate job trainer/coach activities.
- m) Coordinate travel training (when appropriate) on public transport or teach students to be able to access transport independently
- n) Develop Personal Profiles with each student to include evidencing of skills attained, letter of recommendations from pre-internship sites, etc.
- o) Develop links with other agencies to ensure effective transition from school to college or Supported Internship or Apprenticeship programmes.
- p) Create job development training plan with consumers and appropriate support personnel.
- q) Refer students to appropriate agencies for further support related to Social Care and Health.

#### **COMMUNICATION – Communicate with all appropriate parties**

- a) Attend appropriate Phoenix, Project SEARCH team meetings and host business meetings.
- b) Plan and implement termly reviews for each student with appropriate parties including Social Care, Young Workpath and parent / career / keyworker.
- c) Communicate about work placements with other Project SEARCH team members
- d) Schedule, plan and implement monthly written communication with parents and other parties.
- e) Schedule, plan and implement Open Days to publicise the program and recruit potential students, in liaison with other school staff.
- f) Coordinate teaching assistants / job coaches for work placement sites. Communicate regularly with Head of School to discuss student progress and issues.

#### **PROFESSIONAL DEVELOPMENT**

- a) Participate in CPD relevant to your current role, as identified through the CPD process, in order to update your knowledge of your subject both practical and theory
- b) Reflect critically on own teaching practice, materials and strategies used and how your own performance can be improved.
- c) Discuss annually at your CPD how your performance can be improved and where appropriate agree what actions can be taken for further improvement

## ADMINISTRATION

- a) Ensure that learners are inducted and enrolled and their progress is properly recorded
- b) Details of attendance, punctuality and absence are accurately recorded in school registers.
- c) Student information is correctly established including learning aims, achievement and changes to learner information including learner withdraw, transfer and programme completion
- d) Collect data on student outcomes and destinations in line with school systems.

## OTHER

- a) Apply and understand the policies and working practices, aims and objectives, and the mission statement of the school in creating and constructing new practices and policies
- b) Responsible for maintaining a definitive course file for the programme.
- c) Undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility.

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## 3 GENERAL

- i) You must hold a teaching qualification or hold equivalent qualification for post 16

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## 4 SPECIAL CONDITIONS

**Your principal place of work will be Phoenix School. However, you may be required to work on either a temporary or an indefinite basis at any premises within reasonable daily travelling which Phoenix School currently has or may subsequently acquire or at any premises at which it may from time to time provide services.**

**Duties will normally include internal verification, staff appraisal, and programme team leadership where there is significant curriculum development or staff coordination, e.g. class room observation; cross-school or host business responsibilities and responsibility for staff and resource management.**

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