



Job Pack
Project Instructor pre-internship



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March 2024

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust. We are a family of schools focused on positively transforming the lives of our students! We believe passionately in the power of 'stronger together'.

The SEARCH Education Trust is founded upon the following principles:

- **Subsidiarity** - the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability;
- **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity;
- **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose;
- **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better;
- **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all;
- **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

This form part of our SEARCH vision which is at the heart of our community, provides a space within the wider education system where schools can come to work together, to grow and flourish.

I have been a proud member of the trust for 14 years and am excited to now have the privilege of leading our group of strengthening and growing schools.

Choosing the SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be and be looked after in your journey. We look forward to receiving your application.

Yours Faithfully

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust

Job description

Post	Project Instructor pre-internship
Grade	Point 23-26 £35,577-£37,443
Contract	Full Time/Term Time
Hours	36 hours, 40 weeks per year
Location	Rising Green Youth Hub, 2A Lymington Ave, London N22 6JA
Start Date	1st September 2024

JOB DESCRIPTION

- To manage the delivery of a transition to work programme for young adults with additional learning needs based at The Grove Rising Green site
- To identify the student strengths, interests, and abilities related to skill acquisition, job development and employment and design a programme that meets these needs.
- Deliver a robust Functional Maths and English programme that develops knowledge needed for employment.
- Use job coaching techniques to support young people's development towards employability.
- Develop opportunities that will increase job specific skills, work quality and productivity.
- Teach employability skills such as communication, problem solving, teamwork, budgeting and self advocacy.
- Monitor and record daily attendance.
- Maintain student learning plans, setting appropriate long-term goals and short-term targets with students based on participation, skill development, attitude, etc. Review PLPs regularly and record progress.
- Develop Personal Profiles and vocational profiles with each student to include evidencing of skills attained, letter of recommendations from job placements.
- Contribute to the Annual Review process
- Liaise and coordinate with the Haringey Supported Internships Coordinator to implement work rotations within the host business and resulting reasonable adjustments, and necessary job support for students.
- Coordinate job trainer/coach activities.
- Coordinate travel training (when appropriate) on public transport or teach students to be able to access private transport independently
- Attend half termly line management meetings and annual performance management reviews.



- Plan and implement twice termly employment planning meetings for each student participant with appropriate parties.
- Implement written communication with parents and other parties when required.
- Communicate regularly with business liaison, job coach and job developer for student progress and issues and coordinate the operational meetings on site to discuss issues.
- Communicate regularly with the Director of Sixth Form and update on student progress, work placement and development of the programme.
- Take responsibility for all record keeping and report writing as required by the role of the programme manager.
- Apply and understand the policies and working practices of The Grove and Search Education Trust
- Is responsible for maintaining any course file for pre-internship and DFN Project SEARCH.
- undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility.
- To take responsibility for the safeguarding, pastoral care, and well being of the students and follow all school policies and procedures.
- To promote inclusion within the wider school and community
- To contribute to the process of monitoring and evaluating the curriculum in line with school policy and against quality standards and performance criteria and use systems of ongoing student assessment and maintain relevant data so it is kept up to date
- To take part in training and professional development with a commitment to acquiring additional qualifications where necessary.
- To maintain personal development in relevant areas including relevant subject knowledge and teaching methodologies as per role
- To effectively lead and contribute to a designated team and to contribute positively to effective working relations across all parties.
- To develop and maintain excellent relationships with parents and carers to ensure that students are fully supported and able to enjoy and achieve. Meet with parents at designated times such as review meetings and parents evening.
- To use a variety of delivery strategies and methods that will stimulate and support learning appropriate to the individual's needs.
- To share good practice with others and support the policy on monitoring the quality of teaching and learning and overall classroom practice.
- To undertake other tasks or responsibilities as directed by the Head Teacher and senior leaders.
- To support and complying with policies on Child Protection, Health and Safety, equal opportunities and any other policies and procedures the school has in place



- To be flexible with working hours (with prior agreement) to allow for after school work with students or their families and or professionals involved.

Key Organisational Objectives

The postholder will contribute to the SEARCH objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust’s Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SEARCH Education Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date signed:

Signature of postholder:

Name of postholder:

Person specification

	Essential	Desirable
Qualifications		
English and Mathematics to GCSE (A-C or 5-9)	✓	
Some additional SEND training or qualification	✓	
Competent ability to use ICT and technology to support learning and maintain records	✓	
Working knowledge of different teaching approaches suitable to meet the additional needs of young adults	✓	
Relevant qualifications to the post		✓
National Vocational Qualifications in Supporting Teaching and Learning Additional NVQ qualifications		✓
Team Teach Training or similar		✓
First aid qualification		✓
Experience		
At Least three years experience of working with young people within a SEND setting	✓	
Experience of working within or delivering employability skills curriculum for SEND learners.	✓	
Job coach training		✓
Working within a team and directing staff within a learning context or classroom setting	✓	
Experience of delivering aspects of a taught curriculum	✓	
Experience of working collaboratively within a professional team	✓	
Leading and managing other people		✓
Training or expertise in a relevant curriculum, pastoral or other learning area		✓
Successful experience of coaching and mentoring colleagues		✓
Relationships with Young People		
Ability to relate well to, and communicate with, young people and adults	✓	
Understanding of the issues around safeguarding children and young adults	✓	
Commitment to supporting students to learn and manage their SEND need with independence and dignity	✓	
Ability to reflect on practice and adapt communication to meet the needs of individuals	✓	

Equal Opportunities		
A determination to ensure that all students are given the chance to succeed	✓	
Commitment to equal opportunities	✓	
An empathetic approach to working with students with complex needs.	✓	
Wide understanding of the difficulties associated with SEND, Adulthood and employment and how these inform the way in which we work with young people		✓
Professional Knowledge and Understanding		
knowledge of the Skills for work framework	✓	
Raising standards and achievement for young people with SEND	✓	
Knowledge of the preparing for adulthood framework	✓	
Understanding of writing and updating student support plans and personal learning plans	✓	
Understanding of the issues around working with students with Special Educational Needs, especially students with autism and complex needs and strategies to support them	✓	
Ability to support and challenge others and lead reflection and adaptation of strategies	✓	
Ability to analyse and track data around wellbeing and support others to do this to make informed decisions	✓	
Skills		
Have effective oral and written communication skills	✓	
Form effective professional relationships including team working	✓	
Have good organisational and time management skills	✓	
Have sound ICT skills	✓	
Be able to plan effective activities for pupils at risk of underachieving;	✓	
Develop their knowledge through the evaluation of their own learning needs	✓	
Be able to work independently	✓	
Remain calm under pressure and be able to adapt to change quickly	✓	
Use coaching and mentoring skills with adults and pupils	✓	
Demonstrate leadership and line management skills		✓
Other		
Willingness to reflect on your own practice and develop as a professional,	✓	



attend school training and CPD sessions		
Ability to work autonomously and creatively	✓	
Ability to remain calm, problem solve and work collaboratively in demanding situations	✓	
An understanding of and a genuine commitment to Inclusion	✓	
Ability to work flexibly and reliably and respond to the daily demands of the role	✓	
Ability to communicate and feedback in a professional manner to parents, carers, professionals and other stakeholders	✓	
Willingness to support students and staff in crisis and be able to offer support to others to ensure agreed strategies are in place	✓	
Experience in working within the process of appraisal		✓



The Grove School, part of the Search Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks. We encourage applications from all sectors of the community to reflect our diverse student population.

Project Instructor for Pre-Internship Programme

Salary: Point 23-26 £35,577-£37,443

Contract: Full Time

Location: Haringey

Contract Term: One Year Extending to Permanent

Start Date: September 1st 2024

The Grove, is partnering with Haringey council to launch a new pre-internship programme for young people in Haringey aged 17-19 with an Education Health Care Plan (EHCP).

The programme will be launching in September 2024, and based in Wood Green.

We are looking for a dynamic, self-motivated project instructor to develop and oversee this exciting new programme. You will work closely with the Director of 6th Form and be supported through a robust training and coaching programme.

This is an exciting opportunity to be involved in the founding of a new project. If you are excited to make your mark with innovative and creative practice and you want to make a difference then this role will provide you with the scope to achieve this.

The pre-internship aims to provide a bridge between college and the route into employment. Providing that additional time to build independence and work skills with a greater emphasis on building independence, travel training, social skills and confidence so each participant is prepared for the next step towards employment and transitioning into a supported internship.

The post holder will be responsible for leading and monitoring the core taught curriculum and programmes to include; travel training, life skills, independence and employability skills. You will be expected to work effectively with a range of teams including those at Haringey council, work placements and at The Grove, ensuring the success of employment placements.

We can offer a comprehensive Trust programme which includes benefits such as BUPA, Tech schemes, discount schemes and a rich professional development programme. We can offer time for coaching and mentoring and additional time to plan and assess the programme. Although based at a separate location, you will be part of the wider Grove team and be able to work co-productively with the staff team.

The successful candidate will be required to:

- Have a passion for SEND, SEND employment opportunities and the Inclusion Agenda.
- Have experience of working within or delivering an employability skills curriculum for SEND learners.
- Be motivational and ensure that learning is engaging and inclusive.
- Be excited about learning and have a willingness to learn
- Have the ability to relate well to, and communicate with, young people and adults
- Be very flexible and adapt quickly to change
- Have previous experience of working within an Inclusive team.



- Have experience of leading and managing other people.

Please contact Bronja Elton, Director of Sixth Form on 0203 876 6555 for further information regarding this post or find out more on our website on our vacancies page: <https://thegroveschool.co.uk/working-for-us/current-vacancies-2/>

Completed applications should be submitted via TES.

Closing Date: **10 a.m. on Monday 10th June.** Interviews will take place on **Week of June 24th.**

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. Search Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.