

## Job Description

**Job Title:** Supported Internship Tutor

**Reports to:** Supported Internship Manager

**Location:** London

### **Purpose:**

To support interns on Prospects supported internships to teach interns and complete the Pearson's employability work skills accreditation. To provide 1 2 1 tuition support as required to interns and training and support for business partners and families, to ensure success during the supported internship and to prepare interns for job opportunities both within and outside of the host employer.

### **Main Duties and Responsibilities**

1. Provide direction and organisation to the on-site learning programme .
2. Recruit appropriate students with disabilities for the programme / conduct education assessments for those who have applied.
3. Plan and deliver (including virtual) daily classroom activities and lesson plans in line with agreed units to achieve the Pearson's employability award (Entry Level 3 – Level 2).
4. Deliver daily classroom support in literacy and numeracy (remote).
5. Support interns to develop the Pearson's portfolios to achieve the accreditation and skills attained, letter of recommendations from internship sites, etc.
6. Assesses student skills.
7. Be responsible for the emotional and social welfare of the interns .
8. Work with local authorities and businesses, attend reviews and other meetings as required to meet student progression and employment needs.
9. Develop IEP and transition plan for students and creates "career plan" based on individual preferences and skills.
10. Attend host business induction to ensure intern understanding and learning.
11. Works with STG job coach and with department managers to develop internship sites, write job descriptions and plan for necessary job modifications
12. Works with parents, the local authority and other supported internship stakeholders to support the progression of the interns .

## Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p><b>Person Specification</b>  <b>Job Title:</b>  (E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• NVQ Level 6 or equivalent qualification in Careers Education and Guidance, Youth and Community work or Social Care (or working towards)</li> <li>• Level 3 Education and Training Award (D)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proven record of success in engaging SEN participants on Programme. (E)</li> <li>• Experience of providing group and one- to- one tutor support or coaching and positively influencing other people’s professional or personal development. (E)</li> <li>• Experience of working in the employment and skills sector and delivering to specified targets, quality standards and compliance measures. (D)</li> <li>• Knowledge of employment law and disability legislation such as Employment Law, Health and Safety, Equality and Diversity, etc. (D)</li> <li>• Knowledge of benefit system and employment programmes. (D)</li> <li>• Experience of working with teams to set and maintain a positive culture (E)</li> <li>• Strong track record of achieving outcomes for young people (E)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Strong communicator verbally, in writing and using various IT tools with a diverse group including Senior Managers, other professionals, young people and parents.(E)</li> <li>• Strong leadership skills including with young people( E).</li> <li>• Good administration, IT and organisational skills with good experience of using MS office software. (E)</li> <li>• Able to quickly identify problems, think flexibly and resolve issues. (E)</li> <li>• Solutions focused with ability to work under pressure (E)</li> <li>• Ability to work on own initiative and as part of a team. (E)</li> </ul>
<p><b>Personal qualities, communicating and relating to others</b></p> <ul style="list-style-type: none"> <li>• Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results. (E)</li> <li>• Effective negotiation and persuasion skills. (E)</li> <li>• A strong track record of building and maintaining relationships. (D)</li> </ul>
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)</li> <li>• This post requires a Disclosure and Barring Service Check at an Enhanced level (E)</li> </ul>

**Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)