



**Warrington  
& Vale Royal  
College**

**Our mission is: 'Realising potential, transforming lives'**

## **JOB DESCRIPTION**

**Job Title:** Supported Internship Coordinator DFN Project Search

**Responsible to:** Curriculum Manager

**Accountable to:** Assistant Principal

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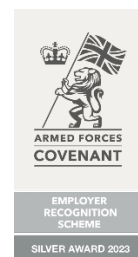
### **Job purpose**

Under the general supervision of the Curriculum Manager and as part of the supported internship provision, the Supported Internship Co-ordinator will coordinate, plan, and implement the DFN Supported Internship Programme based at Warrington Hospital, supporting interns with a range of additional needs and autism in the workplace, facilitating work-based learning leading to employment.

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### **Key responsibilities**

- To contribute to the management of the provision which includes being based off site for 4 – 5 days per week. You need to be able to work independently with a good level of autonomy and initiative
- Under the guidance of the Curriculum Manager, take referrals of people who have a learning disability and or autism and assess their preferences, levels of ability and support needs with regard to work experience and employment.
- Prepare and deliver employment support plans to the individuals, their internship managers and/or employers, that is in line with the students wishes and employer needs as highlighted through Vocational Profiling/Discovery, Planning Meeting, Employer Discovery & Negotiations, Workplace Analysis, Job Analysis & Task Analysis.



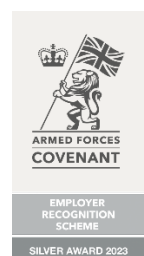
- To carry out a detailed job analysis of potential job placements.
- To acquire or complete risk assessments where appropriate.
- To carry out detailed job matching of service users and placements.
- Understand the concerns of the individual, carers and employers, facilitating understanding and communication on an ongoing basis
- Ensure a planned approach to support maximum participation of the supported intern and/or employee in job- and job-related tasks. Continually seek ways to increase the individual's independence and competence in job- and job-related tasks
- Identify, wherever possible, strategies for fading, use of natural and other supports, accommodations or aids and adaptations to minimise reliance on the job coach
- Applying for funding and invoicing, logging placement hours on EBS, organising open evening/celebration evening/welcome day.
- Plan and deliver travel training.
- Assist with progress reviews & parents' evenings.

### **Professional Standards**

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

### **Responsibilities common to all Staff**

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.



- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

## Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

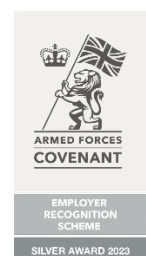
## Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

## Our College values are:

**We put our students and customers first** - prioritising students and their learning and progress, realising their potential, delighting our customers

**We recognise that people are our greatest asset** – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, rewarding them for the work they do



**We pursue excellence in all we do** - a passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

**We embrace change** - looking forward to the future, embracing new technologies, anticipating and responding to ongoing economic and social needs and demands, maintaining a growth mind-set, exploring new routes to partnership, collaboration and growth

**We collaborate and work in partnership with others** - actively seeking opportunities to work with others in the best interests of the college community and key stakeholders.

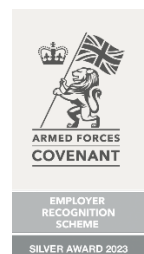
**We operate sustainably, ethically and responsibly** - taking action to achieve net zero carbon targets, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

**We are guided by the principles of sound financial stewardship and operational efficiency** - ever-mindful of an increasingly risk-laden operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.

## PERSON SPECIFICATION

### Qualifications

- English and Maths GCSE grade 4 (or above) or equivalent



- Hold a relevant level 3 qualification

### **Experience and knowledge**

- Experience of working and successfully dealing with employers.
- Experience of risk assessments.
- Experience of working with people with learning disabilities.
- Experience of providing job coaching support.
- Experience of project management.
- Basic knowledge of welfare benefits.
- Basic knowledge of Health & Safety at Work Act.

Desirable:

- Training in Systematic Instruction
- Experience of managing budgets.

### **Skills and abilities**

- Good negotiation skills.
- Ability to communicate effectively with users of the service.
- Ability to communicate effectively both orally and in writing, with other staff, clients, employers and other professionals.
- Ability to show empathy and understanding towards clients.
- Ability to promote and work towards increasing independence amongst the user group.
- Ability to keep records.
- Willingness to undertake all relevant training.

Desirable:

- Ability to be self-motivated and use personal initiative within a structured framework.
- Ability to work under pressure.
- Ability to work flexibly.
- Understanding/awareness of Equal Opportunities.
- Clean driving licence and access to a car for work.

Updated June 2024

