



Job Description

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| Company: | Direct Education Business Partnership (CIO) |
| Job Title: | Supported Internship Job Coach (SEND) |
| Location: | Derby |
| Salary: | £23k FTE per annum |
| Accountable to: | Programme Manager Supported Internships |

JOB PURPOSE

1. To identify a student's strengths, interests, and abilities related to skill acquisition, job development, and employment.
2. To use job coaching techniques to support young people's development towards employability.
3. To seek appropriate employment consistent with the student's interests and skills and to work with local businesses and industry to meet their employment needs.
4. To determine and refer young people on the programme to appropriate support services for training and successful employment.

Main functions:

- Support young people with Special Educational Needs and Disabilities (SEND) to access the Supported Internship (SI) programme
- Perform specific department analysis, job analysis, task analysis, and job matching activities.
- Supporting young people to prepare for and undertake work experience rotations in a variety of roles within the host business/es settings
- Train interns to the required standard in the areas of personal hygiene, communication, interviewing, and self-management as they relate to successful employment at the host business
- Work collaboratively with the host business/es to identify job roles suitable for the interns and develop a scaffold approach to skills development and agree on a delivery plan
- Actively supporting host business mentors to host an intern and meet for regular reviews
- Liaise with parents/carers around progress on the SI
- Provide travel training to the job site if necessary
- Work collaboratively with the Tutor on the programme
- Working in collaboration with the Senior Supported Employment Adviser to review the progress of the interns throughout the SI
- To prepare young people for employment application and recruitment processes
- Advocate for interns around reasonable adjustments within the workforce
- Champion the abilities of the interns and support employers to become more inclusive in their recruitment practices
- Work with interns, employers, families, job development specialists, steering group partners, and other appropriate parties to problem-solve issues related to training and employment where necessary.
- Practice positive feedback techniques with interns, colleagues, and other staff.



- Explore jobs that match the intern's interests and skills and communicate with all team members about job options.
- Work intensively with interns to secure sustainable and equitable employment
- To measure key outcomes and developments within the programme you support
- To maintain records required by Project Search to track the progress of each intern
- To work collaboratively with the wider DEBP team and that of DFN Project Search
- To complete all DWP Access to Work funding evidence monthly
- Ensures interns develop a portfolio that documents each internship, skills acquired, evaluations, letters of recommendations, etc.
- To celebrate success
- Attend training programmes provided via DFN Project Search including induction and CPD opportunities.

Key responsibilities:

- To understand the key outcomes for the programme/s you support
- To work alongside the Senior Supported Employment Adviser to collate and complete the contract reports for funders, including impact measures and case studies.
- To work closely with the Senior Supported Employment Adviser to identify areas for development.
- To uphold the professional standards required by DEBP and DFN Project Search and promote the work undertaken.
- To move young people with SEND into equitable and sustainable employment
- To undertake any other duties as may be reasonably required by your employer.