

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS0626P: Supported Internship Coordinator

SALARY

£27,153 - £30,727 pro rata per annum

GRADE

CSS Scale 5/6

HOURS

22.5

REPORTING TO

Curriculum Lead – ESOL & Supported Education

DEPARTMENT

Supported Education

LOCATION

Lincoln

BE READY...

Job Purpose:

The key purpose of the role is to set up and monitor Supported Internships for students.

The postholder will actively seek out and match students to suitable work placements, working closely with the Work Experience and Industry Placement Team, as well as a variety of external agencies.

The postholder will be working with students to encourage their independence with the ultimate aim to progress students to Apprenticeships and employment.

This role will also include working closely with the vocational tutor to identify support needs and match these with the Job Coach.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Offer high quality careers guidance to young people to raise their aspirations and take advantage of the opportunities available to them.
2. To be responsible to undertake a case load of independent IAG personal guidance meetings in line with the college meeting the Gatsby benchmarks for Career Guidance. Ensuring learners are targeted with outcomes for work experience/Supported Internship placements.
3. To have a comprehensive understanding of the SEND reforms and transition arrangements for young people with SEND.
4. To arrange internal and external Supported Internship placements for young people with SEND.
5. To liaise with students, parents/guardians, academic and support staff to ensure that all parties views are taken into consideration before placing a student on Supported Internship placements.
6. To source realistic and relevant work placements, liaising with internal and external providers, implementing thorough quality assurance systems and enhancing community links.
7. To be responsible for developing and maintaining relationships with employers, ensuring there is an understanding of the principles for high quality work experience and Supported Internship placements.
8. To undertake six weekly student/employer reviews in the work place ensuring that all reports are uploaded to Pro-Monitor, developing and updating bespoke targets and flagging any learners that are at risk and taking appropriate action.
9. Input, manage and control learner data through the College systems, including progress reviews and independent careers guidance monitoring and tracking.
10. Deliver sessions focused on the development of employability skills to learners as a way to implement strategies to support building of self-esteem and confidence in the working environment.
11. To be an active participant in EHCP reviews and in relevant progress reviews.
12. To motivate and inspire young people so that they can become independent in the workplace and aspire towards paid employment.
13. To liaise with employers re potential and existing placements to ensure that the following points have been considered and where necessary risk assessment/action taken:
 - a. Safeguarding responsibilities towards SEND students
 - b. Undertake risk assessments where needed with the support of the Work Experience Team
 - c. Employer responsibility for training/supervision
 - d. Potential option for young person to progress to an apprenticeship or paid employment
14. To work closely with the SEND team ensuring effective communication and sharing of information.

15. To carry out the roles and duties of a Job Coach as and when required to ensure the learner's support needs are met, up to 18.5 hours per week.
16. To liaise with Access To Work to ensure correct applications and claims are made for support carried out by the Job Coach / Transport Services, and that appropriate support and equipment are in place.
17. To have excellent organisation, communication and written skills to be able to provide information, advice and guidance to internal and external customers.
18. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
19. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
20. To maintain quality standards, appropriate to the post.
21. To conform with the Health and Safety requirements relevant to the post.
22. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Level 6 in Information, Advice & Guidance (or willingness to work towards).	A/I
2	GCSE Maths and English Grade 9 – 4 (A* - C) (or equivalent).	A
3	Level 2 Safeguarding certificate (or willingness to work towards).	A/I
4	Level 3 Award in Education & Training.	A/I

	Skills/Abilities – Interpersonal	PSM
5	The ability to work in a non-discriminatory manner.	A/I
6	The ability to communicate with a range of students, staff, and other agencies verbally and in writing.	A/I
7	The ability to write detailed reports and risk assessments.	A/I
8	The ability to advise staff on the Equality Act and SEND reforms and how to make reasonable adjustments to support students with special educational needs and/or disabilities	A/I/T
9	To demonstrate empathy, exceptional listening, and negotiation skills.	A/I
10	Exceptional organisational and administration skills.	A/I
11	The ability to deliver 1 – 1 and small group training sessions to students with special educational needs and disability.	A/I

	Experience	PSM
12	Recent and relevant experience of working with and meeting the needs of children and vulnerable adults with Special Educational Needs and / or Disability	A/I
13	An understanding of the range of resources, adaptations, and adaptive technology available to support people with Special Educational Needs and / or Disabilities.	A/I
14	Recent experience of delivering employability skills to include interview skills, preparing for work, motivation, CV production etc.	A/I

	Work Related Circumstances	PSM
15	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
16	Ability and willingness to work flexibly, outside normal working hours on occasional evenings and weekends, with the ability to travel between sites.	A/I

	Skills/Abilities - Other	PSM
17	A clear understanding of the Equality Act and SEND reforms.	A/I
18	An understanding of the needs of people with Special Educational Needs and / or Disabilities.	A/I
19	An understanding of the medical conditions and subsequent needs of people with a range of disabilities.	A/I
20	Demonstrated ability to work efficiently with a range of IT systems relevant to the post.	A/I/T
21	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
22	Ability to actively promote equality, diversity and inclusion across all aspects of the role.	A/I

Prepared By:	Debbie Shuck – Curriculum Lead – ESOL & Supported Education
Date:	September 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;
SHAPE FUTURES;
SERVE OUR COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

