

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Supported Internship Job Coach	<b>Post Number:</b>	CS1366P
<b>Daily Supervision:</b>	Supported Education Curriculum Lead	<b>Grade:</b>	CSS Scale 4/5
<b>Department:</b>	Supported Education	<b>Last Updated:</b>	June 2025

### Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

### Our Mindset:



### Job Purpose:

To work alongside the Supported Internship Lecturer and academic team, supporting students with special educational needs and disabilities to become work ready and able to access sustainable work experience.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To have a comprehensive understanding of the SEND reforms and transition arrangements for young people with SEND
2. To work closely with the SENCO team ensuring effective communication and sharing of information
3. To work closely with the Supported Education Curriculum team and lead to enable students to access suitable work experience
4. To have excellent communication and written skills to be able to provide information, advice and guidance to internal and external customers
5. To motivate and inspire young people so that they can become independent in the workplace and aspire toward paid employment.
6. 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 work experience
7. To liaise with Supported Internship Co-ordinator re the placing of SEND students on work experience/Supported Internships
8. To work on a 1-1/small group basis with students with SEND, supporting them in the following;
  - Employer expectations
  - CV writing
  - Personal presentation
  - Communication skills
  - How to write a covering letter
  - What employers are looking for
  - Interview skills
  - Health and safety in the workplace
9. To liaise with Lincolnshire County Council and SENCO re obtaining appropriate support and equipment in the workplace to support SEND students.
10. To support students to settle into workplace, to learn tasks set and to learn the social and cultural aspects of the job.
11. To maintain clear records of learner progress in the workplace and ensure that learner and employer are comfortable with progression within timeframes.
12. To support student with systematic instruction/supervision to allow students time to settle into workplace
13. To write reports on students' progress which are updated to pro-monitor.
14. To participate in any cross-college working / strategy groups as may from time to time be established
15. 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.
16. 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.
17. To maintain quality standards appropriate to the post.
18. To conform with the Health and Safety requirements relevant to the post.
19. 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 3 in Information Advice & Guidance	A/I
2	Level 3 Award in Education & Training (Desirable)	A/I
3	GCSE Maths and English grade A-C (4-7)	A/I
4	Specialist qualification in Special Educational Needs and/or disability (SEND) and/or Level 2 Safeguarding certificate or willingness to work towards	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, parents and other agencies verbally and in writing	A/I
7	The ability to write detailed reports with exceptional organisational and administration skills	A/I
8	The ability to deliver 1-1 and small group training sessions to students with special educational needs and disability	A/I
9	To demonstrate empathy, exceptional listening and negotiation skills	A/I
10	The ability to mentor and nurture students who are lacking in confidence	A/I

	Experience	PSM
11	Recent experience of delivering employability skills to include interview skills, preparing for work, motivation, CV production etc	A/I
12	Experience of SEND Code of conduct and requirements of support for students with an EHCP, with Special Educational Needs and/or Disability	A/I
13	Personal tutorship experience	A/I

	Work Related Circumstances	PSM
14	The ability and willingness to undertake relevant staff development	A/I
15	Willingness to work at times outside college calendar / day	A/I
16	Ability to travel across different 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	Appropriate level of IT skills to undertake relevant duties i.e., Word and PowerPoint or the willingness and ability to undertake relevant training	A/I/T
21	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

<b>Prepared By:</b>	Debbie Shuck – Curriculum Lead (ESOL and Supported Education)
<b>Date:</b>	May 2025

**Proposed Selection Method Key (PSM)**