

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS1468P: Supported Internship Job Coach

SALARY

£25,995 – £27,153 pro rata per annum

GRADE

CSS Scale 4/5

HOURS

18.5

REPORTING TO

Curriculum Lead – ESOL & Supported Education

DEPARTMENT

Supported Education

LOCATION

Lincoln

BE READY...

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	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
15	Ability and willingness to work flexibly.	A/I
16	Ability to travel across different sites	A/I

	Skills/Abilities - Other	PSM
17	An understanding of the needs of people with Special Educational Needs and/or Disabilities	A/I
18	An understanding of the medical conditions and subsequent needs of people with a range of disabilities	A/I
19	A clear understanding of the Equality Act and SEND reforms	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
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:	May 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:

