



**Ambitious
College**

Supported Internships Lecturer

Job description, 2024



**Ambitious
about Autism**

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Job description

| | | | |
|------------------|----------------------------------|---------------------|---|
| Job title | Supported Internship Lecturer | Team | Ambitious College |
| Job band | Band 5 | Reporting to | Assistant Principal: Vocational Learning |
| Hours | Full Time – 37.5 Hours | Line manages | Two Job Coaches |

Approved by: Viv Berkeley

Updated: November 21

Role purpose

To deliver a successful supported internship curriculum and support learners to move into paid work. Provide the delivery, teaching and course leadership to Ambitious College learners at the supported internship host site. To be the daily point of contact for all key stakeholders and provide operational oversight for the smooth and successful running of the internship project.

Valuing difference is a core value of Ambitious about Autism. This role will support, promote and celebrate the development and embedding of an inclusive culture, practice and ways of working. You will support and coordinate the drafting, implementation and evaluation of our EDI strategy and plans working with the Executive Leadership Team (ELT), EDI committee, staff, networks and your People team colleagues.

Key accountabilities and dimensions

Teaching and Learning

- To teach learners of a range of abilities and ages in a way that suits individual needs and is motivating, supportive and inspiring
- To deliver the supported internship curriculum at the host employer.
- To safeguard and promote the welfare of the young people we support
- Ensure that young people receive a service that delivers the outcomes specified in their Individual Learning person-centred Plan (ILP) and help them to achieve a successful transition to an active life as part of their community, and which maximises their choice and control
- To work autonomously at the host employer site and ensure learners are working towards accreditation and employment targets.
- To prepare schemes of work, lesson plans, assignments and assessments as required and to assess learners work in line with departmental and awarding body requirements
- To take part in initial assessment and in further diagnostic assessment and in the setting and review of ILPs
- To use new learning technologies in undertaking teaching and other duties
- To be a personal tutor for the supported internship learners.
- To keep records, monitor and track learners' progress and to keep management information and statistical data to fulfil the requirements of the College's QA and information systems and for audit purposes
- To contribute to the preparation for external verification and inspection

- To contribute to the development of resource materials
- To complete administrative tasks as required and keep accurate and complete records of attendance of students, schemes of work and course outlines, and in-course assessments and to make these available as required
- Ensure that the voices of young people and families are taken into account in the planning and delivery of the service
- To ensure effective implementation of the College policies and procedures relating to safeguarding, health & safety, confidentiality and data protection and equalities
- To assist where appropriate, with the establishment and monitoring of work placements
- To ensure the provision of a high-quality internship through inputting into and managing the completion of the SIQAF

Partnership Management

- To maintain positive relationships with all key stakeholders. This will include: the host employer, DFN Project Search, The host Local Authority, DWP, and external contractors on site.
- Manage two job coaches and support them to create department analysis and utilise their training in systematic instruction learning to create supportive internship opportunities
- Work closely with a Follow on Coordinator to ensure interns are supported to apply for their next steps during the programme.
- To develop effective links with external partners, employers, local community and schools as required and organise and take part in learners' trips and work placements
- To participate in the College's Observation of Teaching Learning and appraisal processes
- To undertake risk assessments including PEEPS
- To carry out such duties and responsibilities under the Health and Safety at Work Act and associated legislation as described in the College's Health and Safety policy documents of host employers
- Organise and manage initial assessment, skills assessment, open events and celebration events both pre and post programme.

Training and Development

- To keep up to date with subject specialism and to attend training identified
- To be committed to continued professional development

Safeguarding and Safety

- Ensure safe working practices
- Safeguarding incidents; medication errors; other incidents and accidents errors are appropriately reported.
- Acting as the deputy designated safeguarding lead

Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and

Inclusion policy and procedures.

- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Head of School.

Person specification

| Role and band competencies | Essential |
|---|-----------|
| Specific knowledge, experience and technical skills | |
| 1. Educated to degree Level or equivalent experience | X |
| 2. Cert Ed or Equivalent qualification | x |
| 3. Experience of Teaching and learning in post-compulsory education | x |
| 4. Experience of further education curriculum delivery planning and administration | x |
| 5. Experience of working with young people with autism and/or learning disability in a learning environment | x |
| 6. Computer literate with a good working knowledge of Microsoft Office | x |
| 7. Understanding PBS or related behavioural approaches | x |
| 8. Experience of stakeholder management | x |
| 9. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Understanding and willingness to undertake the deputy designated safeguarding lead role. | X |
| Personal attributes | |
| 10. Willingness to work flexibly | x |
| 11. Values driven and prepared to go the extra mile | x |
| 12. Resilient and able to work on own initiative and work as part of a team | x |
| 13. Interpersonal skills and the ability to lead and build effective partnerships with individuals and organisations | x |
| 14. Ability to plan, manage and deliver work to agreed deadlines | x |
| 15. Being self-directed and able to work autonomously off-site at host employer | x |
| 16. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities | x |
| 17. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities. | X |

How to apply

| Stage | Timescale |
|---|-----------|
| Closing date for applications | |
| Candidates informed of outcome of application | |
| Interviews (these will be conducted online via Teams) | |

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact Mehreen Ayub **Recruitment Officer**. - mayub@ambitiousaboutautism.org.uk

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check. As part of our Safer Recruitment checks, an online search maybe carried out in line with Keeping Children Safe in Education.

The Safeguarding responsibilities of the post as per the job description and personal specification. Whether the post is exempt from the rehabilitation of Offenders Act 1974 and the amendment to the Exceptions Order 1975, 2013 and 2021. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS Filter Guidance.

Contact us

North London campus

Pears Campus at CONEL
Clyde Road, London N15 4FY

☎ 020 3870 8775

✉ admissions@ambitiousaboutautism.org.uk

🌐 ambitiouscollege.org.uk

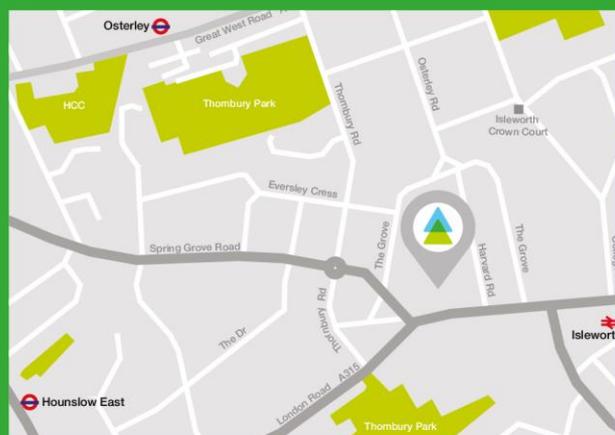
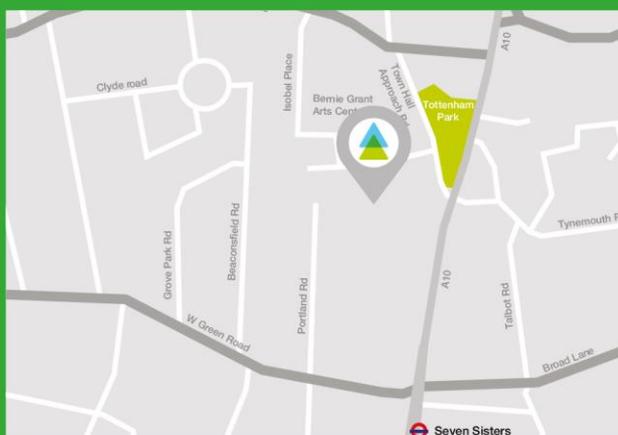
West London campus

Pears Campus at West Thames College
London Road, Isleworth TW7 4HS

☎ 020 3873 2201

✉ admissions@ambitiousaboutautism.org.uk

🌐 ambitiouscollege.org.uk



How to find us

Public transport

The Pears Campus at CONEL is easily accessible by regular bus, London Underground and train services. We are just a short walk from the the Seven Sisters Tube and London Overground stations. Bus routes 76, 149, 230, 243, 259, 279, 318, 341, 349, and 476 run nearby.

Travelling by car

Parking is available next door at the Bernie Grant Art Centre. The Centre's pay and display car park is located at the end of Clyde Road. Please input postcode N15 4FP into your GPS for directions to the car park.

How to find us

Public transport

The Pears Campus at West Thames is easily accessible by regular bus, train and London Underground services. Isleworth train station is a five-minute walk. The nearest Tube stations are Osterley or Hounslow East (Piccadilly Line), then 10-15 minutes' walk. The following buses run from Hounslow bus station: 110, 117, 235, 237, H8 and H37. All buses stop outside the college.

Travelling by car

There is a car park for staff, disabled students and evening students (entrance on Harvard Road). However, places are limited on a first-come, first-served basis. There are parking meters on the roads directly around the campus. The nearest free parking is on Osterley Road. For further information, please contact admissions.

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