



Employability Curriculum Manager - Job Description

Full time £41,200 - £45,000 per annum dependent on experience

Reporting to: Head of Education & Learning

Main Purpose: To manage and lead the employability curriculum The Autism Project (TAP) over two pathways - Introduction to Employment and Supported Internship. To be a part of the TAP Senior Leadership Team and support the Head of Education & Learning with the direction of The Autism Project. To have line management responsibilities.

You will work with: TAP staff, Employer Engagement Officer and other CareTrade staff, local authorities, and other external partners e.g., schools and employers, learners, and parent/carers.

Your place and hours of work: Main office at Larcom Street SE17 1RT, plus occasional/ some travel within London. Opportunity for some remote working. Hours are Monday to Friday 9am to 5.30pm (allowing an hour for lunch). 37.5hrs a week.

Salary and Benefits Information:

- Starting salary of £41,200 - £45,000 (within CareTrade band 6) dependent on experience.
- 37 days annual leave to be taken outside of term time, plus 3-day Christmas closure and 8 days bank holiday.
- Pension
- Weekly wellbeing hour
- Annual staff wellbeing day
- Free eye tests
- Cycle to work scheme
- Interest free travel loans

About CareTrade

CareTrade has a passionate belief "that employment is the biggest single factor that will transform the life of an autistic person."

And our vision for the future is "a world that embraces neurodiversity where all autistic people can lead purposeful, working lives".

- **Change** perceptions of neurodiversity.
- **Achieve** employment opportunities and outcomes for autistic jobseekers.



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- **Raise** aspirations and employment skills of autistic people (through the delivery of innovative and person-centered projects).
- **Engage** employers in embracing neurodiversity in their workforces.

Our ambition is to enable all autistic adults that want to work to be in work.

About The Autism Project

The Autism Project (TAP) is a full-time supported employability programme for autistic young people aged 18-25, with an Education Health & Care Plan (EHCP). We are an immersive programme for young autistic adults, who would like to be employed or work towards employment, but need more confidence, support and experience to take the next step.

The aim of TAP is to develop learners' understanding of different work sectors, professional conduct, and advance their development of transferrable skills needed for their futures. TAP uses person-centered planning to support learners to identify aspirational outcomes for their own next steps in education, employment, training, and adult life.

Learners will be assessed before joining the project as part of our admissions process. A pathway will be chosen for each individual based on their needs, aspirations, and EHCP outcomes.

Our three pathways are:

- Building Independence
- Introduction to Employment
- Supported Internship

An overview of how TAP supports learners to build and develop their skills:
(sessions taken will vary dependent on each learner and pathway)

- Work experience placements and job coach support - within one of our host employers; these include Guy's & St. Thomas' and Whittington Hospitals, CareTrade Working Kitchen and many other businesses around London.
- Employability sessions
- Careers IAG (Information, Advice and Guidance), including 1:1s with Level 6 careers advisor
- Independence/Adulthood- cooking, daily living tasks, and community involvement
- Functional Skills -Maths and English: City & Guilds up to Level 2/RARPA



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- Personal and Social Development sessions- SaLT, social skills, strategies for safety, wellbeing & good health
- Travel Training/Confidence sessions
- Insight Days- exploring local businesses and work industries
- Social events

More information can be found here: <https://care-trade.org/the-autism-project/>

Key Responsibilities:

1. To prepare bespoke curriculum pathways for learners on Intro for employment and supported internship pathways.
2. Curriculum planning to include Education/ Employment, Good Health, Community & Inclusion and Independence
3. To deliver sessions on the two employability pathways - Intro for employment and supported internship pathways.
4. To plan and model activities for other staff to facilitate so that learner can practice skills, work on individual EHCP outcomes and targets
5. To lead a team consisting of team leader, senior job coaches and job coaches that support learners on prep for employment and supported internship pathways
6. To carryout line management responsibilities to staff that have been assigned
7. To manage timetabling and staff rota for the employability team
8. To oversee all reviews for learners on employability pathway including their EHCP review
9. To map learners progression journey for their employability pathways including targets for each term
10. To ensure baselines are completed in line with the IQA calendar so that progress is monitored
11. To be The Autism Project named Careers Leader and oversee team leaders in the delivery and tracking of GBM
12. To lead and ensure evidence for learners progress is tracked effectively and in line with the standards set by the IQA team
13. To take part in IQA activities as instructed by The Head of Education
14. To be the DSL and ensure safeguarding is effective within areas of responsibility



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General Responsibilities:

1. To maintain confidentiality at all times.
2. Ensure the respect, dignity, and rights to privacy of all learners and staff as far as possible.
3. Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
4. Report issues and/or incidents relating to staff and learners that have arisen in the day promptly to the relevant line manager or appropriate person.
5. To maintain the highest standards of professionalism in line with occupational and organisational Codes of Conduct
6. To attend all staff meetings, participate in probation, supervisions and appraisals and engage in staff/professional development opportunities.
7. Work to promote CareTrade as a valued, professional asset within its community.
8. To work to and exhibit the values of CareTrade and maintain standards of behaviour in accordance with policies, procedures, and practices, with particular reference to Safeguarding, Equity, Diversity & Inclusion, Whistleblowing, Complaints, Policies.
9. To promote a positive image of autism, CareTrade and our partners, maintaining good relationships with outside agencies and the general public in order to promote the charity and win increased support for its work.
10. To carry out any duties as are within the scope, spirit and purpose of the job and the title of the post, as required by your Line Manager or their Line Manager.



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Person Specification	Essential (E) Desirable (D)
Skills	
Commitment to working with autistic learners	E
Excellent communication and interpersonal skills	E
Proficient in Microsoft (Word, Excel, PowerPoint, and Outlook)	E
To be discreet and observe the rules of confidentiality	E
Ability to present in a professional manner	E
Ability to coordinate different elements of the Employability pathways i.e., plans for learners, staff, and external partners	E
Ability to produce professional, accurate and factual documents	E
Excellent organisational skills	E
Ability to plan own work and work on own initiative	E
Ability to prioritise work to achieve deadlines	E
Ability to form and maintain professional relationships with all staff, Trustees, learners and their parent/carers, employers, and other external partners	E
Knowledge	
Knowledge and understanding of autism and learning disabilities	E
Knowledge of the SEND code of practice and EHCPs	E
Knowledge and/or experience in working in an Information Advice and Guidance capacity	D
Knowledge of statutory careers guidance policy and the Gatsby Benchmarks	E
Knowledge of the Equality Act and reasonable adjustments	E
Experience	
Experience of working as part of a multi-disciplinary team	E
Experience of delivering careers or employability curriculum (or similar)	E
SEND teaching experience	E
Experience of using Databridge or similar MIS	D
Experience of overseeing projects/curriculum and/or line management	E
Experience of being a designated safeguarding lead	D
Experience of quality assurance/ internal verification process	E
Qualifications	
Teaching Qualification (PGCE, CertEd, etc.)	E
Qualifications/CPD relevant to the post	D
Attitudes	



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To be reliable, honest, and trustworthy	E
Possess considerable patience, to be tactful and diplomatic	E
Loyalty and commitment	E

Pressures inherent in job: The office varies from extremely busy (and can include autistic young people who may display anxiety, communication and social difficulties and other complex behaviours) to a day working alone.

Other significant factors: A professional and flexible approach is required at all times to maintain and enhance the reputation of CareTrade and our partners.

Confidentiality: All staff are required to maintain confidentiality for all areas of the CareTrade Charitable Trust, partner organisations, its staff, and its work. The nature of the work entrusts people with confidential information about clients/service users, their families and staff within CareTrade and partner organisations. Any breach of this confidentiality will constitute gross misconduct.

We are committed to safeguarding and promoting the welfare of all young people and adults who use our services and as such expect all staff and volunteers to share this commitment. All staff must provide a current, adequate, and relevant Disclosure and Barring Service (DBS) Certificate or be willing for CareTrade to process a new enhanced DBS application. All staff must have a satisfactory enhanced DBS check (formerly CRB check) prior to starting.

Applications are sought from all suitably qualified sections of the community. We are happy to discuss any workplace adjustments needed to enable the right candidate to undertake the role including any support available via Access to Work if needed (<https://www.gov.uk/access-to-work>)

Please see our **privacy notice** for applicant's [here](#)