



Vision Business Support Services is a subsidiary company of West Nottinghamshire College

**Supported Internship Job Coach (x2 posts – 1 permanent and 1 fixed term until July 2022)
1 x 35 hours per week term time only; 38 weeks per academic year – permanent post
1 x fixed term, term time only; 38 weeks per academic year (part-time hours considered)**

Ref: VBSS21.82

1. The Appointment

Vision Business Support Services Ltd (VBSS) provides high-quality support services to all aspects of the college group, VBSS is a subsidiary company of West Nottinghamshire College and provides an important service and plays a pivotal part in the success of the college and creating an exceptional learner experience.

JOINING OUR JOURNEY

When you join our college, our staff have access to numerous benefits and facilities:

- Pension Scheme
- Occupational Health Service
- Enhanced Maternity/Paternity provision
- Staff Development days/week (July)
- Free confidential counselling service
- Free car parking
- On-site hair and beauty salon, fine dining Refine Restaurant and Create Theatre

ABOUT THE ROLE

We require an enthusiastic and motivated individual to work within the new Supported Internship Programme, supporting learners with learning difficulties and disabilities into work.

You will be experienced in working with young people with a range of learning difficulties and disabilities ideally focused on securing work outcomes and raising aspirations for this group of young people. You will be required to support the individual needs of Interns; working closely with college teams, parents and employers.

You will be responsible for supporting the delivery and the operation of the college's Supported Internship Programme, as well supporting the overall welfare and education of the Interns whilst they are out on placement. You will play an integral role in the building and maintaining of relationships with employers and their teams.

Please specify on your application form the working hours required.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To liaise with managers, employers to develop/carve out roles for the Interns. Plan, encourage and support 1:1's with intern & employers to identify targets, work placement objectives and progression towards meeting job specifications.
- b) To learn the different roles in the placement departments and make appropriate documentation (using TSI Training).
- c) To support the Interns in their placements. Withdrawing the support over time depending on the needs of the Interns working them towards independence.
- d) To support the Interns on a 1:1, 1:2 or 1:3 basis depending on the Interns job role and individual needs.
- e) To support the Interns with Training in Systematic Instruction.
- f) To attend and contribute to parent evenings in conjunction with the curriculum teams.
- g) To undertake administrative tasks; including record keeping, cumulative documentation, email and diary management.
- h) To keep records, contribute to annual reviews, track progress in line with the outcomes, recommendations that are set out in the Interns Education, Health and Care Plan.
- i) To ensure that accurate records of support activities are kept and that this information is made available for review and audit purposes, as necessary.
- j) To undertake scheduled tutorials with the Interns to discuss successes, concerns and to set/review targets, feeding back progress to curriculum teams & co-ordinator.
- k) To support the completion of the Intern's professional portfolio and encourage to complete reviews of placement and collate evidence for such in the use of GroFar/Work placement booklets.
- l) To encourage independent living skills. To support with independent travel, supporting learners to access public transport.
- m) Provide in class support, ensuring the classroom & college environment is accessible for learners to access the curriculum & learning.
- n) To ensure all company, client and placement policies and procedures are adhered to.
- o) To contribute to the completion of the Intern's individual risk assessments, as well as the placement Health and safety vetting/risk assessments and making sure they are in place and adhered to.
- p) To promote good safety practices and methods of work.
- q) To ensure that all protective equipment is used correctly as specified by the Health and Safety at Work Act 1974.

- r) To ensure all employees working alongside the Interns are aware of the college's safeguarding procedures.
- s) To attend department meetings throughout the year.
- t) To maintain strict confidentiality and discretion at all times, understand data protection and ensure secure storage of sensitive information.

2.2 Other Responsibilities

- a) To uphold and promote company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national levels which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Qualified to at least level 3	✓	
English to at least level 2	✓	
Maths to at least level 2	✓	
IT qualifications and or experience	✓	
Driving licence and use of own vehicle, or access to independent mean of transport	✓	
Experience		
Evidenced experience of working with and supporting young people with an identified learning difficulty and or disability	✓	
Evidenced experience of inter-agency liaison and ability to seek information from internal/external sources and working closely with employers	✓	
Evidenced experience of working with young people from different sections of the community	✓	
Skills/Knowledge/Attributes		
A sound knowledge of the specialist area	✓	
Ability to advise and guide learners, parents/carers, employers and team members in relation to the 'Work-Ability' Supported Internship Programme	✓	
Ability to work under pressure and maintain a positive attitude	✓	

	Essential	Desirable
Ability to work independently, without close supervision, using own initiative and making decisions as required	✓	
Able to articulate clearly and objectively both verbally and in writing at all levels	✓	
Ability to work as an advocate for learners and employers	✓	
Ability to relate well to young people	✓	
Listening and questioning skills	✓	
Ability to keep accurate records	✓	
Excellent communication skills	✓	
Ability to build positive professional relationships	✓	
Qualities/Approach linked to college values		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Enthusiasm	✓	
Forward thinking	✓	
Creative	✓	
Self confidence	✓	
Commitment to learners and employers	✓	
Empathy	✓	
Adaptable and flexible	✓	
Open and responsive	✓	
Dynamic	✓	
Reliable	✓	
Set high standards for self and others	✓	
High expectations for quality and an eye for detail	✓	
High standard of personal presentation	✓	

4. Position within the College

The post holder will report directly to the Supported Internship Job Coach and Team Leader.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services, term time contract and is subject to those terms and conditions.
- b) The salary will be VBSS Band 4, £19,580 per annum (pro rata for part time and term time).
- c) You will be required to work 35 hours per week on a flexible basis during term time for the permanent post. Part-time hours considered for the fixed term post.
- d) The Company operates a Scottish Widows Group Personal Pension Plan.
- e) The post holder will be located at any employer site as identified as an internship placement and will be expected to travel between locations and placements.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm on Sunday 5th December 2021**.

www.wnc.ac.uk/vacancies

THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £46.50.

It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position.