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**JOB DESCRIPTION**

Job description

Post Title: Project search Tutor

Grade**:** (SO1) S23-S25

£31,122 - £32,112

36 hours per week

All year round

Reports to: Head of Project Search

**Purpose of the job**

The Project search tutor will be responsible for providing leadership to the onsite Project SEARCH programme and have responsibility for managing and coordinating the delivery of the employability programme for young adults at Whipps Cross Hospital or St Bartholomews Hospital

The tutor is expected to work in collaboration with;

Parents, carers and advocates

Working alongside all involved in the Project SEARCH team including staff from the host business and supported employment provider.

**Role & Responsibilities**

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• Works with the host business and onsite team to plan and co-ordinate Project SEARCH events such as induction, family curriculums and graduation.

* To effectively plan and deliver an employability curriculum embedding Maths and English and use job coaching techniques to support young people’s development towards employability
* Participates in job coach training and continual staff development
* Maintains up to date knowledge of work related benefits and funding support
* Co-ordinates monthly meetings to discuss progress towards intern’s job opportunities
* Supports recruitment of new interns for the programme including:
  + Marketing to local schools, families, colleges and agencies including information sessions;
  + Customising application to meet local needs,
  + Adhering to recruitment timeline;
  + Participating on selection committee; preparing rubric information;
  + Taking part in the selection process as part of the onsite team;
  + Administration associated with applicants;
  + Recognising that student recruitment is an ongoing commitment.
* Supporting participation of local agencies to provide a seamless system of support before, during and at the conclusion of the Project SEARCH programme using a person-centered approach to meet individual needs
* Develops transition goals for interns and creates “vocational and training plan” based on individual preferences and skills
* Ensuring the interns learning experiences support the development of the individual, identifying strengths, interests and abilities related to skill acquisition, job development and employment.
* Co-ordinate host business induction and insure interns understanding and learning of induction requirements
* Co-ordinates and/or provides travel training on public transport
* Plans and provides daily classroom instruction in employability skills
* Implementing appropriate assessment, objective setting, recording, reporting and evaluation of employment
* Assesses intern’s skills and gathers baseline data
* Report absence or lateness to on-site team and line management Works with business liaison and department managers to develop internship rotations, plans for necessary job modifications in partnership with Job Coach/es
* Works with host business to educate on disability awareness as appropriate
* Trains interns in interview process for employment in partnership with job coach/ es
* Communicates with parents and carers on a regular basis
* Visits interns and gives feedback to all team members
* To work alongside the job coach to perform job coach duties as and when necessary
* Meets daily with job coaches to discuss intern progress
* Meets regularly with business liaison, managers and mentors to discuss intern progress, strengths and challenges
* Participates in planning and implementing Project SEARCH Advisory Committee meetings on a quarterly basis for operational and strategic planning and continuous improvement
* As requested participates in Business Advisory Councils to increase networking and career opportunities (industry focused and made up of community employers, plans for this to be put in place are being discussed but it is not in place yet)
* Works with other team members to provide internal and external marketing for business and community such as newsletter articles, website information, tours, community presentations, etc.
* Assists with job development, especially for internal jobs within the host business
* Provide cover when necessary to another supported internship site
* Works with relevant outside supported employment agencies to secure competitive employment in the community
* Completes necessary evaluations, reports and other documentation, including data for DFN Project SEARCH
* Supports interns to develop a portfolio that documents each rotation, skills acquired, evaluations, letters of recommendations, etc.

**Person specification**

**Qualification**

* Diploma in Education and Training or equivalent teaching qualification

**Experience**

* Experience in delivering an educational program within an educational setting
* Experience in Job coaching.
* Experience of working effectively with young people
* Experience of working effectively with people, with SEN

**Skills**

* Ability to communicate effectively with external agencies, parents and line managers
* Ability to work effectively as a team
* Good organisational skills
* Ability to write reports
* Ability to demonstrate effective planning of employment programmes for young people with special needs
* Good working knowledge of Microsoft Office Suite

**Attitudes**

* An absolute commitment to all aspects of safeguarding.
* A commitment to achieving the best possible opportunities for children and young people with SEN
* An absolute commitment to promoting Equality, Diversity and Inclusion
* Responding to pupils in line with the Trust’s Positive behavior support (PBS) ethos