The College is committed to safeguarding and promoting the welfare of young people, and expects all staff to share this commitment

JOB DESCRIPTION

ASSISTANT PRINCIPAL – SUPPORTED INTERNSHIPS

ESSENTIAL: VAST EXPERIENCE WITH SUPPORTED INTERNSHIPS OR EMPLOYMENT PROGRAMMES (SUPPORT STAFF OR QUALIFIED TEACHERS)
COMPETITIVE SALARY, FULL-TIME, 35H/WEEK, PERMANENT
RESPONSIBLE TO: COLLEGE PRINCIPAL

PURPOSE OF THE POST

- Full operational management of all Supported Internship programmes under Phoenix Autism Trust.
- To strategically lead, develop and quality assure Supported Internship provision across all College sites.
- Promote and market the Supported Internship programmes externally and internally.
- Work with DSL, as a DDSL, to ensure a cohesive, robust safeguarding culture across Supported Internship programmes provisions.
- Hold strategic responsibility for the Supported Internship programmes teams.
- Support Phoenix Autism Trust, Phoenix College and Project SEARCH in delivering their mission, vision, values and strategic objectives.

JOB DIMENSIONS

1. Students — Accountable for the Supported Internship programmes for all students under Phoenix Autism Trust.
2. Staff — Accountable for the direct line management of the whole Supported Internship programmes Team.
3. Finance — To lead on budget allocation and expenditure for the Supported Internship programmes Team.
4. Premises — To lead on the management of premises where programmes take place.

KEY RESPONSIBILITIES

Leadership and Management

- Line management of staff delivering Supported Internship programmes provision.
- Chair Supported Internship Programmes Steering Group and Strategic Partner meetings.
- Ensure all Project SEARCH / Supported Internship programmes meet annual strategic objectives and quality standards.
- Lead on Annual Reviews for learners on Supported Internship programmes.
- Ensure all partners within the Project SEARCH framework are kept informed of operational and strategic matters.
- Lead on organising and hosting Project SEARCH Graduation events.
- Lead and oversee the team delivering the Supported Internship programmes programme, including Instructors and Job Coaches and the maintenance of accurate records and data collection.
- Develop professional, long-lasting and mutually beneficial relationships with host businesses supporting Supported Internship programmes.
- Act as a member of the College Leadership and Safeguarding Teams.
- Act as Deputy DSL for Phoenix College.
- Work closely with senior leaders, instructors and tutors to ensure robust safeguarding across all programmes.
- Lead on performance management and appraisal of staff.
- Work alongside Assistant Principals and wider Senior Leadership Team to ensure coherence across all programmes.

Transitions and Recruitment

- Liaise with the Senior Leadership and Middle Leadership Teams in relation to placement for all programmes.
- Respond to Local Authority consultations for learners accessing the college.
- Host open days and attend transition events for prospective students.
- Liaise with Social Workers, Careers Advisers and Local Authorities to support recruitment of new learners and progression into paid employment.
- Host assessment events and interviews for prospective learners and support recruitment of Job Coaches for all programmes.
- Work with the Middle Leadership Team to ensure all graduates have the opportunity to achieve their outcomes, including paid supported employment.

Mentoring and Teaching

- Work with the Curriculum Lead to ensure quality of education and oversee delivery of the curriculum across all sites.
- Lead on the development and enhancement of best practice within the provision.
- Ensure the Employability Curriculum remains relevant and appropriate for all learners.
- Monitor learner progress using appropriate data and qualitative evidence within programmes.

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- Observe teaching and coaching sessions and provide feedback to staff, ensuring there is high quality in the delivery of all programmes.
- To liaise with the Senior and Middle Leadership Teams to ensure the quality of teaching, education and training is at a high standard.

Budgets

- Oversee budgets related to college programmes.
- Ensure Access to Work documentation for learners is accurate and up to date.
- Liaise with finance regarding payments to partners, including supported employment agencies, linked to the delivery of programmes.

Stakeholder Engagement

- Liaise with host business EDI teams to ensure learners on Supported Internship / Project SEARCH programmes are given equitable opportunities.
- Deliver or co-deliver Autism Awareness, Manager, Mentor and other training to employers.
- Ensure that all learners complete appropriate induction.
- Attend conferences and local, regional and national sector events to promote provision and share best practice.
- Organise alumni and celebration events linked to outcomes.
- Support opportunities to fundraise and promote college programmes.

Pastoral Duties

- To co-lead on the management of the multi-disciplinary team, ensuring report of student progress is accurate and appropriate.
- Meeting with students and parents as necessary to address pastoral concerns.
- To develop, agree and implement time bound action plans with groups or individuals linked to the needs of vulnerable students and to maintain accurate records of work for each one.
- To oversee and monitor the behaviour, learning and progress of students in class groups.

To follow any and all reasonable instructions as required by the College Principal and Deputy Principal.

Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures, and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the college community.

Data Protection

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When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

Whole College Duties

To play a full part in the life of the school, the College and its community and to support its mission and ethos and to be a role model for staff and students

Staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
This job description is current at the date shown, but in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the job title purpose and grade.

EQUAL OPPORTUNITIES STATEMENT

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

PERSON SPECIFICATION

All post holders are expected to demonstrate a commitment to Equal Opportunities and a proven ability to work effectively in culturally and linguistically diverse learning settings.

Applicants must have:

Experience	**Essential** • A proven track record in improving results and ensuring students make ambitious levels of progress, academically and at work. • Skilled leader with experience in managing small and medium groups. • Secure knowledge of the characteristics of effective learning, teaching and assessment. • Experience supporting people with SEN academically and at work. • Developing programmes for people with SEN. • Knowledge in delivering policies to stakeholders. • Experience in job carving for people with SEN. • Vast knowledge of supported employment. • Experience delivering lessons, especially around functional skills. • The ability to lead, motivate and inspire students, support staff and to forge positive relationships with parents.

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	• The ability to coordinate and support the work of others. • Understanding of relevant policies/codes of practice and awareness of relevant legislation. • The ability to implement clear, consistent and effective approaches to learning, securing excellent relationships and behaviour. • An excellent understanding of target setting and assessment. • Evidence of appropriate continued personal and professional development. • Experience of and commitment to implementing Equal opportunities for all. **Desirable** • Experience within supported internship and the supported employment sector.
Qualifications	**Essential** • Higher Level training in relevant learning strategies e.g. TSI, etc. • Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT, first aid. **Desirable** • A PGCE, QTS or QTLS or equivalent teaching qualification. • Recognised qualification in teaching and learning or SEN.
Personal Qualities & Skills	• Ability to support a team culture. • The ability to show initiative within the framework of a strong and supportive team. • Ability to lead and motivate others. • Ability to help develop and to support a vision of high-quality education based on the moral integrity of the college's core values. • Ability to analyse information and use sound judgement in complex situations. • Excellent interpersonal and communication skills. • Strong written English and good ICT skills. • Proven organisational skills. • Ability to enthuse and inspire students, encouraging them to become good citizens and professionals. • Ability to plan and organise time effectively, work under pressure and meet deadlines while keeping equilibrium. • Ability to form and maintain appropriate relationships and personal boundaries with students.
Safeguarding	Displays commitment to the protection and safeguarding of children and young people and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
Career Development	• Shows a desire to further your knowledge, training and career potential.

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