

Head of Supported Internships
Salary £36,000 per annum

Main Purpose: Our head of Supported Internships will act as project lead, dedicated to ensuring that all learners on the programme have the best possible chance to achieve their goals, and find quality, suitable, sustainable employment.

Responsible to: Senior Manager – Young People's Programmes

Responsible for: Providing employability training for participants, overseeing quality and consistency of delivery, supervising the project team and supporting London Ability's Senior Management Team with developing future programmes.

Main Tasks for the role:

- Daily supervision and training of young people enrolled onto London Ability's Supported Internships and/or SEND Employment projects.
- Deliver an intensive programme of employment preparation, enabling learners to understand the requirements & responsibilities of the world of work.
- Develop, deliver and co-ordinate Supported Internship opportunities for all learners – incorporating training and work experience that is designed to meet their individual needs and ensure they have the best possible chance to succeed.
- Ensure a full vocational profile and assessment of skills, aspirations and goals is undertaken for every participant, resulting in a learning plan which will be reviewed regularly.
- Develop training resources and lesson plans for Supported Internship delivery according to learner need.
- Define and document a clear, replicable structure for London Ability supported internship programmes.
- Work with Senior Manager to develop existing placement provision, conduct employer visits, providing feedback to the team.
- Support the Senior Manager in allocating Job Coaches for each learner.
- Be the main point of contact for learners, their families, and other project stakeholders, always ensuring learners are appropriately supported and empowered.
- Ensure project data is collated for reporting purposes and contribute to project evaluations.
- Monitor quality of delivery, oversee project documentation ensuring contract compliance and in readiness for inspection and monitoring.
- Ensure learner progress is recorded at all stages and monitored against agreed aims in the individual plan.
- Facilitate Annual Reviews for each learner, in conjunction with all stakeholders.

- Develop relationships with potential stakeholders and identify potential future project participants.
- Ensure all legal, insurance checks and quality checks are undertaken on host employers.
- Deliver training to the supported internship team and wider organisation (as requested by SMT) to facilitate best practice and ensure compliance and quality in all areas of London Ability's project delivery.
- Always work in the best interests of London Ability clients.
- Ensure the health, safety and welfare of clients and staff is always given priority.
- Work in line with company policies and procedures, with specific regard to confidentiality and the safeguarding of vulnerable adults.
- Maintain professional knowledge and curiosity, keeping up to date professional development.

The above list is not exhaustive, and you will be expected to perform different tasks as necessitated by your role and the overall objectives of the organisation.

Person Specification

Job Title: Head of Supported Internships	
Selection Criteria	Essential/Desirable
Education and experience	
Educated to degree level in relevant discipline or equivalent practical experience	D
Teaching qualification	E
Proven experience in delivering training programmes for people with learning and associated disabilities	E
Skills and abilities	
Ability to support a range of learners with different needs, some complex	E
Ability to supervise a team and delegate tasks	D
Ability to work in partnership with a range of employers and businesses	D
Ability to prioritise and schedule work, and multitask in a busy environment	E
Good Admin and IT skills	D
Ability to provide positive behaviour support	E
Ability to run the service in absence of senior management	D