



JOB DESCRIPTION

JOB TITLE: Progressions Service - SEN Specialist

Sector/Section:

Grade: PO1

Directly responsible to: The Transition & Support Leader – Learner Support and the Head of Learner Support

Directly responsible for: The delivery of a progressions service high needs learners at Bolton College.

PURPOSE OF JOB:

The postholder will:

- The delivery of a progressions service for 20 high needs learners to move them on into employment or long term work placements.
- Co-ordinate a volunteer service and line manage a team of volunteers and an employer service with up to 20 employers.
- Co-ordinate an employer service with up to 20 employers working with high needs learners.
- Teach individual learners a range of bespoke, task oriented employability skills.
- Develop bespoke teaching and learning action plans for moving these learners onto employment and will teach the learners the individual skills they require to become work ready.
- Train employers to offer buddying and mentoring schemes to learners in order to sustain their placements.
- Monitor all Service Level Agreement targets to ensure that Bolton College is fully compliant with the contract raised by Bolton LEA SEND team to fund this service.

MAIN RESPONSIBILITIES AND DUTIES:

Support young people with high needs who participate in the scheme to job-seeking skills and explore local work and voluntary opportunities, apply for jobs and/or for long term voluntary opportunities and support learners to attend interviews

Offer a modification service and adapt workplace documents according to SEN needs

Lead a team of volunteers to work with high needs learners on their placements.

Develop a network of contacts with both specialist services (such as Access to Work, disability advisors at JCP) and other local services (CVS – volunteering services, the Job Centre) which can actively assist them in obtaining work.

Offer on the job training and direct mentoring to the learner in placement.

Train 'buddy's' from the employers current staffing. This will involve identifying and training colleagues who can monitor and support the learner in the workplace as they transition into their long term role.

Develop an 'on-call' service from the Employment and Support Scheme should they encounter issues in the workplace and need to speak to the Progressions Leader for advice on how to remedy any day to day work related concerns.

Support high needs learners to apply for assessment for direct payments from Bolton Social Services for the provision of full time support in the workplace should there be a long term need. This would be necessary for some learners with severe or complex learning difficulties to ensure that work is a realistic option for young people who are capable of establishing a long term voluntary commitment but who cannot do so without full time support.

Support learners to complete individual travel training to ensure that young people are able to follow new routes to enable them to travel to their place of employment.

Teach learners the concept of enterprise and self direction. Students will be encouraged to explore the full range of their knowledge, skills and abilities to broaden their work horizons and own potential. The service will provide young people with an opportunity to take stock of their work skills and their situation and to formulate individual action plans that are realistic and achievable.

The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.

Undertake staff development activities that support personal development and the changing needs of the college and its environment.

In carrying out their duties the appointee must:

- Comply with Health and Safety Regulations
- Be aware of the College statement on Health & Safety

Be fully aware and comply with College policy on Equal Opportunities.

To actively contribute to the College's safeguarding children and safeguarding vulnerable adult agenda

Place of Work

The principal place of work for the post will be the College's premises at Deane Road. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may from time to time provide services.

Working Hours

You will be expected to work 18.5 hours per week. Your pattern of work may vary from time to time. In normal circumstances where you work beyond your contracted hours, time off in lieu may be given or overtime may be payable.

Holidays are to be taken at times agreed with the line manager and the Head of Area to suit the needs of the section.

Training

The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post holder may therefore, at the discretion of the management, be required to undertake training and development appropriate to present and future needs of the College.

Appraisal

All staff will be required to participate in an annual staff development review.

Probationary Period

If the post holder is a new employee to the College, the first 9 months of employment will be on a probationary period, during which the suitability of the post holder will be assessed. The Corporation reserves the right to extend the probationary period if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving one month's written notice. The Corporation's Disciplinary Procedure will not apply during the probationary period.

In the interests of health and safety, smoking is not permitted in Bolton College.

JOB DESCRIPTION PREPARED BY: Transition and Support Leader

DATE: April 2017