

Job Description
Buckinghamshire Supported Internship Transition Lead
Salary in Bucks Pay Range 6
32.5 Hours a week (term time only + 2 weeks)
1 year fixed term
Location: Office – Aylesbury
Line Managed by Supported Internship Strategic Lead

Duties and Responsibilities

As the Transition Lead, you will play a vital role in ensuring a positive transition into the Supported Internship Programme and a smooth, well-supported transition out into employment, volunteering, or an apprenticeship. You will work closely with our interns, host employers, and the Buckinghamshire Supported Internship team to provide coordinated, person-centred support throughout each stage of the programme.

Transitions can often be a source of anxiety for SEND young adults, you will be responsible for developing innovative strategies and processes that minimise barriers and promote confidence. Your expertise, guidance, and proactive problem-solving will be essential in enabling interns to achieve successful outcomes while fostering their personal growth, independence, and long-term employability.

Main duties

1. Lead on all transition planning for interns entering the Supported Internship Programme and for those exiting into employment, apprenticeships, or volunteering opportunities.
2. Work directly with partner schools to coordinate and support delivery of a Supported Internship curriculum that prepares young people for successful transition into the programme.
3. Collaborate with the curriculum team to ensure a robust and high-quality induction process for all new interns.
4. Oversee interns on agreed programme extensions, coordinating their support, monitoring progress, and guiding them toward positive destinations.
5. Liaise with the local authority to manage agreed funded dates and extensions where required.
6. Act as a key worker for identified interns and lead on their annual reviews in line with statutory and programme requirements.
7. Support curriculum delivery by planning and delivering sessions such as Workplace Skills and Bitesize workshops.
8. Contribute to and maintain individual learning plans (ILPs) covering work placement progress, education, employment goals, and independence outcomes.
9. Provide pastoral support and wellbeing strategies to promote positive mental health and emotional resilience.

10. Identify and implement strategies to help interns remain in employment, including follow-on roles beyond the host employer.
11. Work in partnership with the Curriculum Co-ordinator to develop and deliver appropriate curriculum content that complements work placement needs.
12. Undertake and record workplace performance assessments and task observations, highlighting achievements and intervention needs.
13. Create personalised visual or practical resources to support intern independence in the workplace.
14. Build and maintain effective working relationships with employers, offering support and strategies to ensure successful work placements.
15. Work alongside job placement specialists to support job searching activities and attend interviews with interns when required.
16. Attend team meetings, careers events, school information evenings, and Awards Evenings as required.
17. Participate in training provided by the host site and Buckinghamshire Supported Internship to maintain up-to-date practice.
18. Comply with all relevant policies and procedures of Stony Dean School, Buckinghamshire Adult Learning, and host employers.