

## Person Specification: Bucks Supported Internship Transition Lead

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>L3 Certificate for Supported Employment Practitioners Qualification</li> </ul>		✓
<ul style="list-style-type: none"> <li>Literacy and Numeracy skills equivalent to Level 2 of the National Qualification &amp; Credit Framework</li> </ul>	✓	

Professional Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>Experience of working with young adults in an educational setting who have different individual needs, including special educational needs, and learning styles</li> </ul>		✓
<ul style="list-style-type: none"> <li>Direct experience of working with young adults with learning difficulties and differences</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge of the Special Educational Needs (SEN) annual review process and Local Authority funding approval procedures.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of teaching and learning with young adults between 16-25</li> </ul>		✓
<ul style="list-style-type: none"> <li>Knowledge of Special Educational Needs and strategies for teaching students with SEN</li> </ul>		✓
<ul style="list-style-type: none"> <li>Knowledge of the four pillars of Preparing for Adulthood (PfA) and the ability to relate these to positive outcomes for young adults</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of undertaking work based assessment and tracking learner progress</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of working with employers and supporting young people into employment</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of preparing/contributing to resources to support learning programmes</li> </ul>	✓	

Working with Others	Essential	Desirable
<ul style="list-style-type: none"> <li>Experience of working collaboratively within a business environment</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of involving parents and carers in their son/daughter's learning and other agencies</li> </ul>		✓
<ul style="list-style-type: none"> <li>Ability to work collaboratively with a range of specialists and professionals to ensure the best outcomes for all learners</li> </ul>		✓

Skills & Abilities	Essential	Desirable
<ul style="list-style-type: none"> <li>Enthusiasm, drive and a love for the job</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Clear vision and an innovative approach</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A passion for ensuring all aspects of work demonstrate integrity and respect</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Commit to a high profile presence</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Communication skills to exchange information to a range of audiences</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to organise, plan and prioritise time effectively</li> </ul>	✓	
<ul style="list-style-type: none"> <li>History of good attendance and punctuality</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to act decisively</li> </ul>	✓	
<ul style="list-style-type: none"> <li>To work flexibly as the workload and needs of the interns demand</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these</li> </ul>	✓	
<ul style="list-style-type: none"> <li>ICT skills to operate a computer and other basic technology such as photocopiers etc</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A commitment to safeguarding interns and following safeguarding Vulnerable Adults policy and procedures. An enhanced DBS check will be carried out for this post</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Access to your own vehicle to travel between and work across employer sites throughout Buckinghamshire.</li> </ul>	✓	