

## Person Specification: Supported Internship Programme Officer

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>• Meet Higher Level Teaching Assistant standards or equivalent qualification or experience</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>	✓	
<ul style="list-style-type: none"> <li>• Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT</li> </ul>		✓

Professional Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>• Have experience working with students with Special Educational Needs and Disabilities (SEND), ideally within secondary or post-16/adult settings</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>• Previous involvement in work placements, internships, or vocational programmes</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Experience building positive relationships with a range of stakeholders, including students, employers, families, and external professionals</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>• Experience of undertaking work based assessment and tracking learner progress</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Familiarity with safeguarding practices and supporting student wellbeing</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Experience using digital tools or social media for communication, promotion, or engagement</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Ability to manage responsibilities independently while working as part of a wider team</li> </ul>	✓	

<ul style="list-style-type: none"> <li>• Experience of preparing/contributing to resources to support learning programmes</li> </ul>	✓	
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<b>Working with Others</b>	<b>Essential</b>	<b>Desirable</b>
<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>		✓

<b>Skills &amp; Abilities</b>	<b>Essential</b>	<b>Desirable</b>
<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>	✓	