

# BORDERS COLLEGE

## JOB DESCRIPTION

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<b>Job Title</b>	<b>DFN Project SEARCH Tutor</b> <b>Fixed-Term Contract – 12 Hours per week (Thursday and Friday) until 14<sup>th</sup> June 2019</b> <b>£25, 795 per annum pro rata</b> <b>Based at Borders General Hospital</b>
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<b>Post Holder</b>	
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<b>Accountable To</b>	<b>Jayne Gracie</b>
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<b>Responsible For</b>	
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<b>Department</b>	<b>Care and Access</b>
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<b>Overall Purpose of Job</b>
To work in partnership with both the Scottish Borders Council and NHS Borders to deliver the DFN Project SEARCH programme for young people with additional needs.

<b>Main Duties and Responsibilities</b>
<b>CORE KEY ACCOUNTABILITIES:</b> <ol style="list-style-type: none"><li>1. Work closely with Scottish Borders Council job Coach to implement all aspects of the Project SEARCH programme.</li><li>2. Take charge of Project SEARCH team – call meetings, co-ordinates the day/week.</li><li>3. Maintain basic up to date knowledge of funding support.</li><li>4. Model appropriate workplace behaviour</li><li>5. Offer pre-entry information, guidance and funding information to applicants.</li><li>6. Complete and maintain a Personal Learning Support Plan for each intern.</li><li>7. Attend host business induction and ensure intern understanding and learning of induction requirements.</li><li>8. Plan and deliver daily classroom activities in employability skills, including group sessions and 1:1 work.</li><li>9. Develop awareness of DFN Project SEARCH curriculum and NHS values</li><li>10. Assess intern skills, gather baseline data and provide ongoing classroom based support.</li></ol>

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11. Work with job coach, business liaison and department managers to develop internship sites, discuss intern progress, write job descriptions and plans for reasonable adjustments as needed.
12. Work with managers and co-workers to educate on disability awareness.
13. Deliver training to interns in interview process for internship sites and competitive posts.
14. Liaise with parents, partners and other stakeholders.
15. Co-ordinate employment planning meetings to discuss progress toward the work goal.
16. Visit interns and give feedback to all team members.
17. Work with other team members to provide internal and external marketing for business and community.
18. Assist with sourcing internships within the host business.
19. Work with relevant outside supported employment agencies to secure competitive employment in the community.
20. Complete necessary evaluations, reports and other documentation.
21. Support interns to develop a portfolio that documents internship, the skills acquired, evaluations, letters of recommendation etc.
22. Collect and report data to Project SEARCH and other partners.
23. Discharge duties and responsibilities under the College's Health and Safety Procedures which may include COSHH Assessments and participation in evacuation procedures as necessary.
24. Carry out quality duties, relevant to your role in the organisation, which meet the needs of the College in relation to quality assurance, any external awarding body requirements and CPD (Continuing Professional Development.)
25. Comply with all College policies and procedures.

**The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.**

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Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

### PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
Academic qualification at SCQF Level 7 and above	E
Vocational qualification at SCQF Level 7 and above allied to the post	E
Assessor / teaching qualification relevant for the vocational areas	D

KNOWLEDGE	Essential or Desirable
Supported employment models	E
Knowledge of the Further Education Sector	D
Knowledge of safeguarding individuals	E

EXPERIENCE	Essential or Desirable
Working with young people with learning disabilities	E
Working with individuals as well as groups of young people	E
Delivering classroom based activities	D
Supported employment delivery	D
Report writing and data collection	E

INTERPERSONAL SKILLS & ABILITIES	Essential or Desirable
Presentation skills	E
Good written, oral communication and numeracy skills	E
Negotiating, mediation and influencing skills	E

OTHER ABILITIES / QUALITIES	Essential or Desirable
Good ICT / digital literacy skills	E
Work effectively as part of a team	E
Work flexibly and effectively respond to changes including the delivery of evening and weekend classes	E
Good time management and organisational skills	E
Effective decision making skills	E
Adapt and present information in an accessible format	D

