



DIGITAL ADVANTAGE



DIGITAL INDEPENDENT SPECIALIST COLLEGE

Job Title

Supported Internship and Gateway Tutor / Programme Lead (DISC)

Job Purpose

To deliver and maintain a high-quality Supported Internship/Gateway provision that meets the requirements of the Supported Internship Quality Assurance Framework (SIQAF) and supports interns with SEND to achieve the outcomes set out in their Education, Health and Care Plans (EHCPs), with a clear focus on preparation for adulthood and sustainable employment.

Key Responsibilities

Teaching, Learning and Assessment

- Deliver the educational components of the DISC Supported Internship/Gateway Programme in line with SIQAF standards, ensuring high-quality, outcome-focused provision.
- Work collaboratively with the Studio Manager and Studio Support Workers to plan and prepare inclusive teaching materials, including creative project briefs, that support employability, independence, and vocational skill development.
- Deliver embedded English and Maths aligned to workplace and vocational contexts, supporting SIQAF expectations for functional skill development.
- Conduct initial assessments and diagnostics, including English and Maths, to identify intern starting points and inform personalised learning programmes.
- Assess and monitor intern progress using RARPA, ensuring clear evidence of learning, skills development, and distance travelled.
- Maintain accurate and timely documentation to support internal quality assurance, audits, and external scrutiny in line with SIQAF/OFSTED requirements.

Learner Support and Progress Monitoring

- Work closely with interns to support progress towards EHCP outcomes, with particular focus on preparation for adulthood, employment, independence, and community inclusion.
- Collaborate with the Studio Manager, Studio Support Workers and Job Coach to ensure intern's EHCP targets are embedded within learning and workplace activities.
- Monitor, review, and record progress towards EHCP and Preparation for Adulthood outcomes effectively, providing clear evidence to inform Annual Reviews and multi-agency discussions using specially designed internal online platforms.

- Prepare interns for the world of work within a studio-based setting, developing transferable skills, confidence, and professional behaviours.
- Encourage and promote independence, self-advocacy, and self-help skills, reducing reliance on support where appropriate.

Communication, Partnership and Safeguarding

- Act as Deputy Designated Safeguarding Lead (DDSL), supporting the Designated Safeguarding Lead in the implementation and monitoring of DISCs safeguarding policies and procedures.
- Promote a strong safeguarding culture in line with Keeping Children Safe in Education, SIQAF/OFSTED expectations, and college policies.
- Respond appropriately to safeguarding concerns, disclosures, and incidents involving interns with SEND, ensuring concerns are recorded, reported, and escalated in a timely and confidential manner.
- Contribute to risk assessments, learner support plans, and multi-agency working to safeguard interns and support their wellbeing.
- Provide guidance and advice to colleagues on safeguarding matters related to supported internship learners.
- Ensure safeguarding considerations are embedded within teaching, learning, and workplace activities, particularly in relation to work placements and employer engagement.
- Maintain accurate safeguarding records and contribute to audits, reviews, and inspections as required.
- Undertake and maintain appropriate safeguarding training relevant to the Deputy DSL role.
- Act as the main point of contact between DISC and parents/carers, ensuring clear, regular, and professional communication regarding intern progress and support needs
- Liaise effectively between interns, Job Coaches, and colleagues to ensure a consistent and joined-up approach to support.
- Attend regular staff meetings, contributing to programme development, learner reviews, and continuous improvement.
- Complete all external paperwork accurately, confidentially, and within required timescales, in line with college and local authority expectations

Employer Engagement and Programme Development

- Attend external events to promote DISC and supported internship opportunities, contributing to employer engagement in line with SIQAF principles.
- Support the development of meaningful work placements and employer relationships that align with interns' EHCP aspirations and career goals.

Commitment to Quality and Inclusion

- Uphold DISC and college policies relating to safeguarding, equality, diversity, and inclusion.
- Contribute to continuous improvement of the Supported Internship provision through reflective practice and quality assurance activity.

Contacts

DISC staff, students, parents, governors, visitors to DISC, professionals from outside agencies, and colleagues from partner colleges and schools.

Special Conditions

The following checks are required for this post:

- Enhanced Disclosure and Barring Service (DBS)
- Professional references
- Professional qualification
- DfE Barred List
- Digital footprint

Person Specification

Any candidate who declares a disability on their application and who meets the essential criteria (in bold) to the satisfaction of the Selection Panel, will be guaranteed an interview.

	Selection Criteria	How Assessed
Education and Qualifications	<p>Recognised teaching qualification or currently working towards.</p> <p>Evidence of continuing professional development.</p>	Application form and Certificates
Knowledge and Experience	<p>2 years' or more experience of leading children/students with SEND.</p> <p>Solution focused and trauma informed approach. Excellent interpersonal skills. Excellent verbal and written communication skills across all key stakeholders.</p> <p>Able to maintain an overall positive, compassionate and professional disposition under pressure.</p> <p>Ability to demonstrate knowledge and experience to carry out the responsibilities of a tutor in relation to planning, delivering and assessing.</p> <p>Up to date knowledge of current national educational issues and inspection frameworks.</p> <p>Evidence of enhancement of students' progress gains and raising the attainment and achievement levels of all students</p> <p>Knowledge and understanding of building effective learning intents, current assessment practice, the use of data and students' progress tracking, to ensure that all students achieve.</p> <p>Evidence of implementation of strategies used to establish consistently high</p>	Application form/ Interview/ Task

	<p>aspirations in standards of learning engagement and positive students behaviour.</p> <p>Knowledge and/or experience of an understanding of how college improvement actions impact on the quality of teaching and learning within the classroom.</p> <p>Experience of an evidence informed approach to build and enhance collective impact.</p>	
Skills and Abilities	<p>Evidence of good or outstanding teaching.</p> <p>Possess the emotional and physical resilience necessary when working with challenging young people with a range of complex needs.</p> <p>Effective team player and record of contribution to high standards of professional practice.</p> <p>Ability to assess students’ learning needs and to teach mixed ability students within the same class/cohort/group and provide differentiated work to accelerate their progress.</p> <p>Ability to demonstrate high quality, creative and innovative classroom practice to engage, motivate and inspire students.</p> <p>Ability to demonstrate initiative, innovation and enthusiasm within teaching and learning.</p> <p>Ability to promote learning and enhance skills be-yond the curriculum and the classroom.</p> <p>Ability to use effectively a variety of teaching and learning styles to enhance teaching, including a wide range of ICT resources.</p> <p>Ability to communicate clearly, accurately and effectively both orally and in writing with</p>	

	<p>students, parents, professional colleagues, support staff and governors as appropriate.</p> <p>Ability to promote learning and enhance skills beyond the curriculum and the classroom.</p> <p>Have appropriate planning and organisational skills to support teaching, learning, assessment and recording requirements.</p> <p>Ability to work cooperatively as a team member and to direct the work of Support Staff to effectively support learning.</p>	
Safeguarding	<p>Knowledge of Safeguarding law, Child and Adult protection expectations.</p> <p>Knowledge and understanding of strategies for inclusion and equal opportunities.</p> <p>Knowledge of Health and Safety expectations affecting children and adults across the college.</p> <p>Experience of de-escalation and supporting people in trauma or crisis.</p> <p>Willingness to act as DDSL and to complete relevant Safeguarding training.</p>	Application / Interview
Work Circumstances	<p>Ability to secure an effective work/life balance but with an expectation that aspects of this role will involve occasional working in the evening and at weekends.</p> <p>To work at other locations, if required.</p>	Interview

Safeguarding Statement

At DISC, we are committed to safeguarding and promoting the welfare of all young people. We expect all staff, volunteers, and partners to share this commitment. As part of our safer recruitment practices, we follow rigorous procedures to ensure that all applicants are suitable to work with young people. This includes background checks, references, and adherence to our safeguarding policies.

