



### Job Description

<b>JOB TITLE:</b>	<b>Programme Manager – Supported Internship</b>
<b>SALARY:</b>	<b>Programme Manager Pay Scale</b>
<b>HOURS:</b>	<b>37 hours per week (9 hours remission, 16 Contact Hours)</b>
<b>REPORTS TO:</b>	Head of Department
<b>RESPONSIBLE FOR:</b>	Team Members
<b>CAMPUS:</b>	Primarily Slough & Langley College, but also required to work at Berkshire College of Agriculture and the Delta Marriott Hotel in Langley
<b>JOB PURPOSE:</b>	Coordinate and manage the development of the Supported Internship programs for the Windsor Forest Colleges Group, based at Slough and Langley campus, Berkshire College of Agriculture (BCA) and the Delta Marriot Hotel Langley. Travel to external agencies will also be expected.

**N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.**

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#### **The main duties and responsibilities of the post include the following:**

1. Teach and support a diverse cohort of students/interns with Education, Health and care Plans and / or additional learning needs to access a pathway to employment.
2. Coordinate the delivery of transition to work programmes / supported internships for young adults with a learning disability and / or other associated needs. All interns will have an EHCP.
3. Support job coaches at the Delta Marriott Hotel to identify appropriate work rotations within the business so that interns can participate in a variety of experiences to build marketable, competitive skills to increase their employability.
4. Design, plan and implement an employability curriculum whilst embedding Maths and English and use job coaching techniques to support development towards employability.
5. Act as a Personal Tutor, supporting the wellbeing and pastoral needs of an identified group of students/ interns alongside Pastoral and Safeguarding colleagues.
6. Lead a high performing, efficient learning area, ensuring high student/ intern success and high levels of student/intern satisfaction.



7. Deliver on an annual set of KPIs and programme standards as agreed with the Vice Principal and Curriculum Director.
8. Promote high standards of teaching, learning and assessment within the area, producing high levels of student achievement, progression to employment and value added.
9. Undertake quality improvement activities to support the curriculum area needs and promote new ways of learning.
10. Lead the strategic growth of the curriculum area in all areas of provision
11. Promote the strong, positive reputation of the curriculum area, the college, and the Supported Internship Programmes through relationships with external stakeholders, schools and parents.
12. Work in partnership with all internal stakeholders to ensure that students / interns have access to opportunities to develop their employability, personal, social, English and Maths skills as part of their programme of learning.
13. Work collaboratively and innovatively with staff to ensure a culture of self-assessment and continuous improvement.
14. Assist with the management of day-to-day operations of the curriculum area, raising the quality of the learning experience of students/ interns and their levels of satisfaction.
15. Assist with conducting PDR's for some team members as instructed by the Head of Department.
16. Develop the curriculum offer to meet the developing needs of students/ interns, employers and the local community.
17. Promote and enable the expectations of the highest standards of teaching, learning and assessment within the curriculum area, ensuring that all students/ interns develop knowledge, understanding, skills and abilities within a secure, challenging and stimulating educational environment.
18. Work with the Head of Department, job coaches, placement staff and pastoral support to ensure that target enrolments are met, high standards of teaching and learning are reached and maintained, and student/ intern retention and achievement are maximised.
19. Improve the quality of delivery in accordance with the programme standards, College policies, quality assurance systems and ensure all evaluation and verification documentation are appropriately maintained, to strengthen the culture of self-assessment and continuous improvement.
20. Support the development of staff knowledge, skills, team building, participation, motivation, job satisfaction and performance.
21. Make a significant contribution to the College's planning, marketing and promotional activities to maximise recruitment in the curriculum area.



## General Duties

1. Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
2. Be responsible for safeguarding and promoting the welfare of students.
3. Maintain student morale and discipline within the college site.
4. Through CPD ensure you keep up to date with relevant industry and academic development.
5. Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
6. Any other duties commensurate with the level of responsibility within the Group.

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

May 2025



**PERSON SPECIFICATION**  
Programme Manager – Supported Internship

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
A Certificate in Education or Post Graduate Certificate in Education		X	AF
A level 4 teaching qualification	X		AF
GCSE English & Maths / Level 2 literacy and numeracy	X		AF
Assessor/Verifier awards		X	AF
Coaching/Mentoring qualification		X	AF
Qualified Teacher Learning and Skills (QTLS) status		X	AF
<b>EXPERIENCE</b>			
Further Education curriculum delivery planning and administration	X		AF/IV
A proven record of promoting teaching, learning and assessment to a consistently high standard	X		AF/IV
Relevant experience working with young people with SEND		X	AF/IV
Experience of Supported Internship Programmes and/or the hospitality industry		X	AF/IV
Responsibility for supervising or managing a team		X	AF/IV
Working with external organisations		X	AF/IV
Managing a budget and physical resources		X	AF/IV
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
Up to date knowledge of curriculum and teaching and learning, proven through continuing professional development	X		IV
An understanding of the contemporary educational issues that impact student engagement with education and their learning	X		IV
An understanding of equal opportunity, safeguarding obligations and health and safety, relating to students and curriculum delivery	X		IV
Conversant with English and Maths applicable to curriculum area	X		IV



Microsoft Office applications, including Word, Excel, PowerPoint and Outlook	X		IV
Application of digital technology to learning	X		IV
An understanding of available funding methodology		X	IV
Working knowledge of teaching qualifications for the post 16 learning and skills sector in England		X	IV
Time management skills, organisational skills and the ability to meet targets and deadlines	X		IV
High degree of personal presentation and customer care skills	X		P/A
Practical problem solver, with decision making skills	X		P/A
Ability to communicate to a diverse range of people at all levels, verbally and in writing	X		P/A
Ability to use a wide range of e learning technologies & software including the use of: IWBs, multimedia & the learning platform (Moodle)		X	P/A
IT and keyboard skills, including the use of email	X		P/A
Ability to manage challenging behaviour		X	P/A
Flexible in approach	X		IV
Innovative and creative in meeting the needs of learners	X		IV
A commitment to ensuring quality of provision, including tutorial support	X		IV
Self-motivated	X		IV
Able to lead others while retaining the ability to be part of a team	X		IV
Exemplar role model of the core values on day-to-day basis	X		IV
<b>Other Requirements</b>			
Undertake continuing professional development	X		IV
Full driving license and ability to drive between college campus and external agencies	X		AF/IV
Able to meet the physical challenges of the job	X		AF/IV

**KEY:**

Evidence of all the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All the elements marked IV will be assessed at interview.



All the elements marked AF/IV will also be assessed at interview.  
All or some of the elements marked P/A may be assessed by the  
Presentation/Assessment