

JOB DESCRIPTION

TITLE: Enterprise and Employability Facilitator

GRADE: Scale 6

RESPONSIBLE TO: Senior Curriculum Manager

PURPOSE OF JOB:

- To support and coach people with SEND to gain employability skills.
- To facilitate employability skills sessions within the student's timetabled hours.
- To work closely with clients, families and external agencies to develop effective systems and support to enable people with SEND to access paid employment
- To track, monitor and record progress of clients
- To establish and maintain social enterprise activities within college campus and external opportunities in the locality.
- To complete risk assessment and ensure health and promote health and safety in the placements and social enterprises.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected

characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.

- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other support staff:

- 2.1 To participate in college-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This will require working in other locations/sites of the College.

3. Particulars to the Post:

- 3.1 To establish good working relationships with clients, families, external agencies and college colleagues to ensure the effective referral, placement and support of people with SEND into work
- 3.2 To support and coach young people in placement and social enterprise activities in developing the work and interpersonal skills they will need to enable them to do their job independently and effectively
- 3.3 To maintain client records including tracking, monitoring and reviewing progress against targets and meet with employers and the team to review progress
- 3.4 To analyse skills and work creatively to access clients to developing their skills at work

- 3.5 To complete risk assessments and promote health and safety awareness to clients going into employment
- 3.6 To promote and model good working behaviours and interpersonal skills with clients going into employment
- 3.7 To travel with students as needed
- 3.8 To attend training as required
- 3.9 To work closely with the team and attend team meetings to ensure the planning and delivery of high-quality provision and support
- 3.10 To contact and work with external agencies as required
- 3.11 Support the development of employability programmes, speakers, site visits, live briefs and enterprise initiatives to support employer engagement in given curriculum area.
- 3.12 Source, build and maintain relationships with local, regional and national businesses and other relevant organisations to develop opportunities for employer engagement and Industry Placement and work experience opportunities for students on 16-18 study programmes.
- 3.13 Monitor student attendance and progress whilst on industry placement/work experience. Liaise regularly with employers, attending placement location as appropriate, to ensure placements run smoothly and provide feedback/report to Senior Curriculum Manager.
- 3.14 Maintain and update the college's employer database ensuring all organisation information is entered accurately and updated regularly. Log correspondence with employers.
- 3.15 Develop and maintain a positive image of the College with both internal and external business relationships.

4. Person Specification:

- 4.1 Experience of working with young people with SEND in an education or training setting and an energy and enthusiasm for developing opportunities for people with SEND
- 4.2 Knowledge and understanding of good practice in supporting clients with SEND at work
- 4.3 Excellent communication skills and the ability to work and develop positive working relationships with a range of different people e.g. employers, families and external agencies

- 4.4 Ability to support clients and employers in making working environments and tasks accessible to clients with support needs
- 4.5 Ability to assess track and monitor client's progress and keep high quality records
- 4.6 Ability and willingness to work flexibly and creatively
- 4.7 An understanding and commitment to equal opportunities and practical ideas for the implementation in this post
- 4.8 Ability to undertake risk assessments and promote health and safety at work
- 4.9 Experience of working effectively as a member of a team
- 4.10 Attained English and Maths Level 2/GCSE (Grade 4 or above)
- 4.11 Experience of employer engagement activity
- 4.12 Excellent oral and written communication, negotiation and presentation skills
- 4.13 Good levels of personal IT use and a willingness to enhance these skills

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.