

Job Description

Job Title:	Job Coach
Salary:	Grade 6, Scale point 20 – 24
Conditions of Service:	Support Staff Contract of Employment
Responsible to:	Head Teacher/Principle

Statement of Purpose

We are working with young people with a range of Special Educational Needs and disabilities to prepare them for adulthood. A core part of our offer is to support young people into meaningful and sustained employment. The School offers a diverse employability offer including work placements and supported internships delivered in partnership with local and national businesses and charitable organisations including the NHS, supermarkets, and charities.

The Job Coach role is central to the success of these programmes. As a Job Coach you will be working with young people supporting them to develop the employability skills and knowledge they need as well as supporting young people on work placements in the workplace.

As a Job Coach you will be working as part of a team who are passionate about ensuring our learners receive outstanding learning and positive employment outcomes. You will have a driving licence and have daily access to a car as the role is across multiple sites and settings.

Supporting Preparation for Employment:

- Provide support and relevant training to learners, business colleagues and families to ensure young people have the skills and knowledge required for the workplace.
- Engage with employers to identify and promote job opportunities for young people and employer links for the college and our learners.
- Work in collaboration with learners, families, employers, and relevant agencies to devise intentional employment plans, which identify learner strengths, interests and areas for training and development.
- Complete task and job analysis for available roles within each organisation and devising training plans and strategies to allow young people to learn and progress in the workplace.
- Liaise with young people, families, and other agencies to signpost additional support (Social Care, Local Authority, Department of Work and Pensions etc.), completing and supporting referrals where necessary.
- Deliver training, workshops and learning materials to students and staff, to maximise success in the workplace and raise awareness.
- Ensure the Health and Safety of learners, adhering to Health and Safety at Work Legislation and Workplace/College policies.
- Monitor progress and measuring outcomes to identify areas for improvement and also to provide feedback to key stakeholders
- Provide written and verbal reports, maintaining management database and cohort information on relevant recording systems, within given timescales.
- Be responsible for managing time working across multiple sites and settings.

Supporting Learners:

- Coach young people using TSI (Training- Systematic Instruction); breaking down job roles and tasks, modelling expectations and procedures required by the workplace.
- Promote independence and resilience amongst learners; including identifying reasonable adjustments and how use of assistive technology can support task completion.
- Develop Literacy, Numeracy and Skills for Adulthood

Support to Pupils, Parents and the Community

- Supporting parents and students in crisis, liaising with identified personnel.
- To support staff by maintaining a high profile around the school.

Support to School (this list is not exhaustive)

- Promote and safeguard the welfare of children and young persons you are responsible for or meet.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the School.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with learner needs as appropriate during the School day.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person specification

Minimum Criteria for Two Ticks *	Criteria	Essential or Desirable
	Experience <ul style="list-style-type: none"> • Have experience of working to support children and/or young people’s learning, gained in a relevant environment. • Experience of working with children/young people/adults with additional needs. • Experience of supporting young adults in preparation for employment and/or adulthood 	D D D
	Qualifications/Training <ul style="list-style-type: none"> • Numeracy/literacy skills minimum equivalent to GCSE C /4 or Functional Skills Level 2. • Qualifications/training for working with young people • Qualifications/training for working with children or adults with SEND • Coaching qualification • Ability to drive and access to a car • Willingness to complete relevant training including coaching qualification 	E D D D E E
	Knowledge/Skills <ul style="list-style-type: none"> • Understanding of education including meeting the needs of young adults with SEND. • Supporting the development of employability and preparation for adulthood skills • Understanding how to help overcome barriers to learning • Good interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Effective communication skills. • Development and support of learning plans 	D D D E E E D
	Behavioural Attributes and Skills <ul style="list-style-type: none"> • Learner focussed in all behaviours. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Able to work with autonomy and accountability • Can demonstrate active listening skills. • Takes responsibility and accountability. • Excellent organisational skills including maintaining up to date and accurate records 	E E E E E E E

	<ul style="list-style-type: none"> • Committed to the needs of the learners, parents/carers, and other stakeholders. • Confident in communicating with a wide range of stakeholders • Demonstrates a positive attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
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In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with young people
- Ability to form and maintain appropriate relationships and personal boundaries with young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.