

GRADE 3 COMMUNITY ENGAGEMENT COACH – JOB DESCRIPTION

Hours of work: 32.5 hours per week (5 Days) TTO (39 weeks). Flexible working around weekends, evenings and holidays to be agreed.

Salary FTE: £27,254 plus £1,722 SEN allowance pro rata

Actual Salary: £21,217.91 plus £1,340.62 SEN allowance

JOB PURPOSE

- To provide tailored support to learners to enable them to gain experience of working as a volunteer and / or accessing community activities to be able to make a positive progression into paid / unpaid employment and / or access suitable social destinations upon transition from college.
- To support external agencies to enable them to offer meaningful work placements and social destinations that will meet the individual needs of the learners.
- To regularly report to the Community Engagement Leader and the Transition Team on the learner's progression and transition into paid or unpaid employment or social destinations.
- To support the supervision of learner's during extended college hours, such as after college social events, weekend activities and residential trips.

DUTIES AND RESPONSIBILITIES

- Community Engagement Coaches must be able to undertake flexible working hours, which will require working outside term times and will include some early mornings, late evenings, weekends and holiday periods.
- Community Engagement Coaches will need to hold a clean driving licence and be able to travel to a variety of locations as and when required by the college, to support learners and employers.
- Community Engagement Coaches need to be able to recognise when and how to support and when to increase, decrease or remove support to the learner, employer and social destination provider.
- Community Engagement Coaches will need to be able to assess student's progression towards completion of vocational targets.
- Community Engagement Coaches will establish productive working relationships with learners acting as a role model and setting high expectations. Provide feedback to learners on their progress and achievement.

Community Engagement Coaches will be involved in the following activities:

Pre-placement preparation

- Helping learners to prepare for volunteering work and social destinations by accompanying them to the workplace or destination prior to their start date.

- Sourcing and gathering relevant documentation for work or social destinations including Risk Assessments and Vocational Profiles.
- Prepare travel arrangement to work or social destinations, encouraging independent travel, where possible.

Workplace / Social Destination support

- Accompany learners to the workplace or social destination and offer the support they require to improve self-confidence.
- Train the learners to master the tasks required in the workplace and encourage them to participate in social activities.
- Breakdown tasks and apply systematic instruction techniques.
- Model behaviours expected in a workplace or social destination setting.
- Target set and monitor and review progress of the learners and encourage self-assessment and reflection.
- Produce visual or written aids and reminders to assist the learners in the workplace or social destination, where necessary.
- Negotiate an increase / decrease in responsibilities or new activities to suit the learner and the employer.
- Determine if a learner needs to move placement and liaise with the Community Engagement Leader for this to happen.

Support for Employers and Social Destinations

- Explain the learner's strengths and support needs and advise on any reasonable adjustments.
- Be a first point of call if issues or problems arise and negotiate solutions.
- Introduce the learner to their colleagues and offer advice on how to best support and include them.
- Identify additional or more challenging tasks or roles that the learner could not take on and negotiate a solution with the organisation.
- Ensure that learners are on task and meeting workplace standards and the expectations of the social destinations.

Support for the college

- Flexibility of working hours is a requirement to be able to provide support for learners during extended hours activities.
- Be responsible for promoting and safeguarding the welfare of learners.
- Ensure learners tasks are carried out with due regard to Health and Safety.
- Ensure risk assessments are reviewed and updated on a regular basis.
- Reporting on learner progress to SLT and the Community Engagement Leader.
- Develop and maintain working relationships with other professionals.
- Liaise with parents where appropriate.
- Work as required across the curriculum and within the college in accordance with the job.

- Participate in appropriate professional development including adhering to the principle of performance management.
- Attend appropriate staff meetings and parent's evenings.
- Adhere to the ethos of the college to:
 - Promote the agreed vision and aims of the college.
 - Set an example of personal integrity and professionalism.
 - Attendance at appropriate staff meetings and progression evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the college.

SUPERVISION RECEIVED

- **Supervising Officer's Job Title:** Community Engagement Leader and Assistant Principal
- **Level of Supervision:** Left to work within established guidelines subject to scrutiny by supervisor

Notes:

This job description may be amended at any time in consultation with the postholder.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY

Method of Assessment (MOA)

P = Presentation

[illegible]

	• Ability to carry out and report on systemic observations of students' knowledge understanding and skills. • Ability to assist in the recording assessment as required by the teacher. • Ability to offer constructive feedback to students to reinforce self-esteem • Ability to work effectively and supportively as a member of the college team • Ability to work within and apply all college policies e.g. Behaviour Management, Adult Safeguarding, Health and Safety, Equal Opportunities	AF/I AF/I AF/I AF/I AF/I
EDUCATION/ QUALIFICATIONS (NB Full regard must be paid to overseas qualifications)	• NVQ Level 3 Vocational or Teaching Assistant qualification (or equivalent) • Minimum GCSE English and Maths Grade C and above or equivalent	AF/I AF/I
OTHER	• Willingness to maintain confidentiality on all college matters • A flexible and positive attitude • Competent and organised • Patient • Reliable and punctual • Enjoy working with young adults	AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	• Competency based training for the role will be provided with regular reviews and updates • Willingness to participate in further training and developmental opportunities offered by the college, to further knowledge	AF/I AF/I
SAFEGUARDING	• Enhanced DBS is essential • This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role	AF/I AF/I

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