



Job Coach

Job Description

Faculty / Department:	Foundation & ALS
Campus:	Cauldon/Burslem/Work Placement around Stoke-on-Trent

Responsible to:	Head of Inclusion
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Responsible for:	N/A
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Grade:	Grade: 2A, SCP 12, £17, 436	Hours:	0-37 proportional
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Role Summary:
Provide support with on-site training and to ensure that information is presented to the learner in a format that they are able to understand and refer to. This can include the coordination of monthly or weekly progress reviews between the employer and employee.

Main Duties and Responsibilities:
<p><u>Work Processes and results</u></p> <ul style="list-style-type: none">• Work on a 1-1 or small group basis, understanding individual need of learners and identifying suitable work placement opportunities• Provide learners with assistance with the interview process• Proactively sell the benefits of a Supported Internship programme to employers• Support learners in the work place, including the induction process at the start of a job to ensure learners are aware of key information• Support learners to get to know colleagues and who to go to if they need help• Liaise with management in the work place to facilitate a positive experience for both employer and the learner• Support learners to understand and become familiar with workplace rules and procedures• Support learners with their understanding health and safety in the workplace• Support learners to complete a work placement log book• Closely monitor progression of learners, including skill development• Promote an increasing level of learner independence over a period of time that meets both learner and employer needs <p><u>Team Work</u></p> <ul style="list-style-type: none">• To work closely with the other Departments, as well as with partner agencies.

Communication / Documentation

- Communicate effectively across a wide range of audiences.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

College Values

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College an inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

Vacancy number: VN1866

*This Job Description and Person Specification is accurate as at **July 2020**. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*

Job Coach

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Level 2 Maths and English or equivalent (GCSE or Functional Skills). 	A, C		
Experience	<ul style="list-style-type: none"> Experience of supporting young people in an educational/work place setting Experience of supporting learners with a range of needs and implementing effective strategies/adjustments to ensure individual needs are met 	<p>A, I</p> <p>A, I</p>		
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> Good problem solving skills Good organisational skills Good IT, written and verbal communication skills Able to work flexibly as part of a team Able to present confidently and professionally to other employers Knowledge and/or competencies of Health and Safety as relevant to the post and a commitment to 	<p>I</p> <p>I</p> <p>I, A</p> <p>I</p> <p>I</p> <p>A, I</p>	<ul style="list-style-type: none"> Ability to a range of work place settings including weekends to meet the needs of people and vulnerable adults. 	

	<p>safeguarding the Health and Safety of learners and others.</p> <ul style="list-style-type: none"> • Undertaken training in Systematic Instruction, or be willing to work towards this, in addition to further training that may be required as part of the role. 	<p>A, I</p> <p>A, I</p>		
Other	<ul style="list-style-type: none"> • Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties. • A commitment to Safeguarding and promoting the welfare of children, young people and vulnerable adults 	<p>I</p> <p>I</p>		