



## Job Coach

### Job Description

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

<b>Responsible to:</b>	Head of Inclusion
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<b>Responsible for:</b>	N/A
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<b>Grade:</b>	Salary: £18,327 per annum, pro rata (Grade 2A, SCP 13)	<b>Hours:</b>	15 - 37 hours per week, proportional. Hours will start at 15.
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<b>Role Summary:</b>
To provide support to learners with SEND in order for them to access work placement settings, by delivering small group and one-to-one workshops. To support with learners in regards to employability, finding suitable work placements within the local area and providing placement support.

<b>Main Duties and Responsibilities:</b>
<p><b><u>Work Processes and results</u></b></p> <ul style="list-style-type: none"> <li>To work effective on a 1-to-1 or small group basis, understanding individual need of learners and identifying suitable work placement opportunities.</li> <li>To deliver innovative and informative small group and 1-to-1 workshops to support learners in their readiness for a workplace setting. For example, providing advice and guidance for interview techniques, writing a CV etc.</li> <li>To efficiently carry out weekly job search activities with learners to obtain appropriate workplace placements.</li> <li>Proactively sell the benefits of a Supported Internship Programme to employers.</li> <li>Support learners in the workplace, including the induction process at the start of a job to ensure learners are aware of key information and contacts.</li> <li>Liaise with management in the workplace to facilitate a positive experience for both employer and the learner.</li> <li>Support learners to understand and become familiar with workplace rules, expectations and procedures.</li> <li>Support learners with their understanding health and safety in the workplace and completion of a workplace log book.</li> <li>Closely monitor and log progression of learners, including skill development during placement</li> </ul>

engagement.

- Promote an increasing level of learner independence over a period of time that meets both learner and employer needs.

### **Team Work**

- To work closely with the other Departments, as well as with partner agencies.

### **Communication / Documentation**

- Communicate effectively across a wide range of audiences, including employers, parents/carers, the local authorities
- To maintain comprehensive case notes and records on learner progress, updating internal systems

### **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 and 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.

Vacancy Number: VN2125

*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 postholder.*

*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 postholder.*

*This Job Description and Person Specification is accurate as at July 2022. 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.*

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

## PERSON SPECIFICATION

## Job Coach

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>A minimum of 4 GCSEs (A* - C, 9 – 4) or equivalent, including Maths and English.</li> <li>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.</li> </ul>	<p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>SEND Qualification</li> <li>Level 3 qualification (A-Level or equivalent).</li> </ul>	<p>A, I</p> <p>A, I</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of supporting young people in an educational/work place setting.</li> <li>Experience of supporting learners with a range of needs and implementing effective strategies/adjustments to ensure individual needs are met.</li> </ul>	<p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>Significant experience of liaising with a range of employers in order to create lasting relationships.</li> <li>Experience of delivering workshops on a 1-to-1 and/or small group basis.</li> </ul>	<p>A, I</p> <p>A, I</p>
<b>Skills/ Aptitudes/ Competences/</b>	<ul style="list-style-type: none"> <li>Good problem-solving and organisational skills.</li> <li>Good IT, written and verbal communication skills.</li> <li>Able to work flexibly as part of a team.</li> <li>Able to present confidently and</li> </ul>	<p>I</p> <p>I</p> <p>I, A</p> <p>I</p>	<ul style="list-style-type: none"> <li>Ability to a range of work place settings including weekends to meet the needs of people and vulnerable adults.</li> </ul>	<p>A, I</p>

	<p>professionally to other employers.</p> <ul style="list-style-type: none"> <li>• Knowledge and/or competencies of Health and Safety as relevant to the post and a commitment to safeguarding the Health and Safety of learners and others.</li> </ul>	I		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties.</li> <li>• A commitment to Safeguarding and promoting the welfare of children, young people and vulnerable adults</li> </ul>	<p>I</p> <p>I</p>		