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| **JOB INFORMATION**  **JOB DESCRIPTION** | | | | | |
| **JOB TITLE** | Job Coach | | **LOCATION/CAMPUS** | | Guildford College- Stoke Park |
| **SERVICE AREA** | Supported Learning | | **TYPE** | | Permanent |
| **JOB PURPOSE** | | | | | |
| To support young people with SEND who are on the Employability programmes within the Supported Learning Department at Guildford College and their employers to coach the young people towards permanent sustained employment.  The role of the Job Coach is to act as an ambassador for young people with SEND in the economic community and promote their abilities and potential positive contribution to the working population.  To liaise with key employers and identify potential work for young people with special needs, matching to young people’s skills and potential. To liaise with the curriculum teams to provide pre training, on the job training and support for young people and employers, liaising with tutors as appropriate. To progress young people to Supported Internships/Employment wherever possible.  To diligently record leaners progress using identified paperwork and compete the necessary health and safety paperwork to ensure the workplace is compliant in meeting the Colleges’ minimum standard and is a safe environment for the learner. | | | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | | |
| **Planning and organising**   * Use appropriate assessment methods and recording to identify young people’s needs in determining the support required. * Record and chart progress of young people against individual learning plans. * To ensure Health and Safety measures and requirements are adhered to.   **Coaching and communicating**   * To provide information and advice to employers on employment potential and skills of young people. * To build on the relationships with key employers and partners to promote to other agencies the work of the young people and their success in the working environment * Provide support and information for young people in individually tailored formats, on learning, community engagement and work that matches their requirements, attributes and career or future plans and on services that might help them overcome barriers to learning. * Develop effective contact, liaison and working relationships with colleagues in the College and other bodies as appropriate.   **Teamwork and development**   * To engage in professional development and networking to ensure that professional and strategic contributions are up-to-date. * Job coach training. * Data protection training. * Induction training. * Equality and Diversity training. * Safeguarding training including a three yearly update. * Health and Safety training. * Prevent training including a three yearly update. * Keeping updated with developments in the appropriate professional area. * Any other SEND CPD that is relevant for this role   **Compliance and quality management**   * Lead, promote and support the development of the College’s Equality and Diversity policies, procedures and practices as they relate to students and staff. * All employees are expected to be fully committed to policies and processes on equality, diversity and safeguarding.   **Innovation and development**   * Introduce young people to appropriate opportunities and provide support and practical help to enable them to make a successful transition – withdrawing the support over time depending on their needs. * Participating actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.   **Environment and Culture**   * Contribute to a well organised, purposeful and motivating learning environment where students feel safe, secure, confident and valued * Support the development of the learning organisation and facilitate cultural change. * Complying with the College Health and Safety Policy and all relevant health and safety requirements. | | | | | |
| **GROUP/ EMPLOYEE RESPONSIBILITIES** | | | | | |
| * To always work and act in accordance with the group’s Vision, Values and Strategic Plan * To demonstrate professional behaviour and appearance at all times * To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning’s policies and procedures * To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated * To be accountable for own safety and that of colleagues/ visitors to the workplace * To work in a flexible manner and be willing to undertake other duties as reasonably requested | | | | | |
| **QUALIFICATIONS & EXPERIENCE** | | **TECHNICAL COMPETENCIES /SKILLS** | | **BEHAVIOURAL SKILLS** | |
| Essential   * Literate and numerate * Strong personal organisation skills * Accurate and attentive to detail * Significant experience of working with young people with SEND in a teaching or training environment. * Experience of building positive networks and relationships with others * Experience of delivering project outcomes * Experience of communicating effectively at all levels * English and Maths at least at Level 2 * A relevant qualification (e.g. Business, Customer Service or Learning Support) at Level 3   Desirable   * Experience of working in an FE environment * Experience of teaching, training or mentoring young people in the workplace * Level 3 Teaching & Learning (formerly PTTLS)   or coaching qualification | | Essential   * Good English and Maths skills * Ability to break down and simplify job roles and to give clear and explicit instructions * Good negotiation/mediation skills * Effective written and verbal communication skills * Able to work in a variety of settings and deliver in-work support * Able to effectively plan and prioritise work to achieve goals and to adapt to a changing work portfolio * Good IT skills * Focus on delivery; organisational awareness, customer/student focus * Forward thinking, adaptability, flexibility and accountability * Good level of report writing * Articulate and able to communicate professionally with colleagues at all levels, both internally and externally. * Ability to work as part of a team and support colleagues. * Ability to cope with a demanding workload. * Prepared to take and implement decisions and accept responsibility for own actions. * Self-motivated. * Ability and willingness to travel between sites and elsewhere on a regular basis. * Ability to work flexibly as some evening and weekend duty may be required to meet the needs of the College. | | Display and role model the Activate Learning Standards of Behaviour:  **TAKE RESPONSIBILITY**, doing what we say we are going to do by:   1. planning ahead 2. staying focused 3. meeting agreed deadlines   **EARN RESPECT**, being positive with each other by:   1. listening attentively 2. being honest   **AIM HIGH**, going further by:   1. setting challenging goals 2. being resilient 3. improving continuously   **MAKE IT HAPPEN**, by:   1. taking initiative 2. inspiring each other to meet all these standards | |

***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health & Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*

***Disability Confident Committed Statement***

*Activate Learning are committed to employing disabled people and will ensure our recruitment process is inclusive and accessible. We guarantee to offer an interview to all applicants with a disability provided they meet the essential criteria for a role. We will anticipate and provide reasonable adjustments as required and support any existing employee who acquires a disability or long-term health condition, enabling them to stay in work.*