

JOB DESCRIPTION

Post:	Progression and Work Skills Coach - Access to Learning
Responsible to:	Pathways Curriculum Manager
Pay Band:	4

JOB PURPOSE

The main purpose of this position is offer appropriate support and guidance to students so that they develop, not only employability skills, but independent life skills that enable them to move into possible employment or a higher course within the main curriculum area.

The post holder will also facilitate learning workshops within the new Pathways curriculum model including supporting and arranging appropriate work experience opportunities for students who face barriers to learning and employment.

MAIN TASKS

- To work with Curriculum Manager, Course Leaders, tutors and students to develop skills for employment and progression.
- To oversee all aspects of work placements, to ensure student develop the skills for their placement, including breaking tasks down into manageable bite-sized chunks.
- Work with young people, with a variety of learning disabilities and difficulties, to ensure they understand the world of work and behaviours expected of them as an employee and develop these skills in the classroom settings.
- Support the learner to understand the roles and skills required to undertake employment and help them address areas of improvement and skills gaps.
- To support students to help them identify possible future Careers and ensure they have IAG using the college's existing expertise
- Facilitating timetabled workshops to develop student's employability skills including:
 - completing relevant paperwork to ensure students meet their targets
 - supporting students as required
 - structuring works skills and any other relevant workshops
- To provide help with on-site training and making sure that information (i.e. induction programmes from the employer) are presented to the student in a format that they are able to understand and refer to.
- To provide a valuable link between the college, the student and the employer, making sure any concerns from either party are addressed quickly and efficiently.
- To organise and support students finding and completing work experience in the local community.
- To visit employers and students on placements when necessary and stay with students if support is needed.
- To help source materials required for workshops.
- To provide up to date student information for employers for their staff so that they can better understand the needs of the students.
- To ensure that all Health & Safety regulations are met for learners including the writing of student risk assessments.
- To organise guest speakers, visits, and trips to enrich the overall Pathways curriculum on offer.
- Evaluate the progress of learners against their EHCP outcomes and feedback to course tutors in a timely manner.
- Communicate effectively with Course Leaders and Curriculum Manager and ensure all spreadsheet tracking/data is available.
- Keep up to date and relevant files on all aspect of careers and employment resources to use to help students gain the necessary skills.
- Provide job coaching in order to identify and determine roles and responsibilities

- for young people on work placements.
- Provide a role model for learners in the work place.
- Monitor and record learners progress whilst on programme and maintain up to date information about their needs and targets, ensure Promonitor and registers are up to date in a timely manner.

Other Duties Applicable To All Staff Working At Abingdon and Witney College

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

	Essential criteria	How assessed
1	The necessary organisational and communication skills to secure work placements for learners	Application form, certificates
2	Experience of working with young people who face barriers to learning and work	Application form, certificates
3	A strong understanding of the needs of young people with learning needs, including and understanding of students	Application form, interview
4	A good general level of education to Level 3 or equivalent	Application form, micro teach, interview
5	Effective communication skills, written and oral	Application form, interview
6	Proven experience of effective working in teams	Tests at interview
7	Experience of using online digital technology	Tests at interview
8	Ability to use own initiative in the solution of problems	Application form
9	Good organisational skills	Application form, interview, microteach
10	The ability to work to deadlines	Application form, interview, microteach
11	Ability to take responsibility for several jobs simultaneously, and see them through to completion	Application form, interview

It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1	Experience of working closely with employers	Application form, interview
2	Experience of working with young people with Special Educational Needs and Disabilities	Application Form, interview

CONDITIONS OF SERVICE

Salary:	Payband 4
Payment:	Monthly payments direct to bank via BACS
Holidays:	Term time only
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish OR Employees are automatically admitted to the to the Teachers' Pension Scheme. Details can be obtained from the College on appointment.

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.

✓✓ Abingdon & Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- * Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- * Ask employees with disabilities at least once a year what can be done to be sure that they can develop and use their abilities at work.
- * Make every effort when employees become disabled to make sure they stay in employment.
- * Make sure key employees develop the awareness of disability needed to make this commitment work.
- * Review these commitments annually.