

## JOB DESCRIPTION

<b>Post:</b>	<b>Progression and Work Skills Coach - Access to Learning</b>
<b>Responsible to:</b>	<b>Curriculum Manager</b>
<b>Pay Band:</b>	<b>4</b>

### 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 skills that enable them to move into sustained employment or a higher course within the main curriculum area.

The post holder will also facilitate learning and oversee the smooth running of the Community/Social Action projects for students who face barriers to learning and work.

### MAIN TASKS

- To work with tutors and students to develop skills for employment and progression.
- To oversee all aspects of work placements and inhouse community/social action projects, to ensure student develop the skills- for their placement including breaking tasks down into manageable bite-sized chunks.
- Work with young people 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 workshops when and as required by the Curriculum Manager/Course Leader, including:
  - completing RARPA paperwork to ensure students meet their targets
  - supporting students as required
  - structuring works skills and any other relevant workshops
  - sourcing relevant Community/Social Action Projects
- 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 visit employers and students on placements when necessary and stay with students if support is needed
- To help source materials needed for the community/social action projects
- 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 and all about me type plans.
- To organise guest speakers, visits, and trips to enrich the overall curriculum on offer
- Evaluate the progress of learners against their EHC plans/RARPA and learning targets and update the college systems 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, community/social action projects.
- 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

CRITERIA	
It is <b>essential</b> that the post holder has:	
1	The necessary skills to secure work placements for learners
2	Experience of working with young people who face barriers to learning and work
3	A strong understanding of the needs of young people with learning needs
4	A good general level of education
5	Effective communication skills, written and oral
6	Proven experience of effective working in teams
7	Experience of using a VLE
8	Ability to use own initiative in the solution of problems
9	Good organisational skills
10	The ability to work to deadlines
11	Ability to take responsibility for several jobs simultaneously, and see them through to completion
It is <b>desirable</b> that the post holder has:	
1	Experience of working closely with employers
2	Experience of working with young people with Special Educational Needs and Disabilities

## CONDITIONS OF SERVICE

<b>Salary:</b>	£20,942 - £21,470, pro rata
<b>Payment:</b>	Monthly payments direct to bank via BACS
<b>Holidays:</b>	Term time only
<b>DBS:</b>	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.
<b>Pension</b>	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.