

**Highbury College**  
**Job Description**

Post: **Job Coach**  
 Grade: **Grade 4**  
 Responsible to: **Sector Lead, Foundation Prospects**  
 Date Job Description Produced: **April 2011**  
 Date Job Description Reviewed: **March 2018**

**College Vision 2020**

A world-class learning enterprise, leading the way, transcending borders

- Transforming and enriching lives
- Pioneering innovative approaches to education and training
- Inspiring ambition and co-creating sustainable futures with individuals, businesses and communities
- Serving our diverse stakeholder communities with pride and passion
- An influential organisation, recognised for excellence locally, nationally and internationally

At the heart of this vision is the College mission which is ‘to enable all our students to succeed’.

**Strategic priorities for realising the vision and mission include:**

- Student Success, Resilience and Employability
- Innovation for Growth and Sustainability
- Amazing College, Amazing Staff
- Alliances, Partnerships and Collaboration
- Passion for Portsmouth
- Digital Transformation
- Commerciality

The Job Coach is responsible to the Sector Lead, Foundation Prospects for providing high quality support which enables students on employability programmes to progress and succeed. The Job Coach is responsible for assessing students’ progress, delivering supplied lessons and set work and liaising closely with teaching staff and learning assistants over target setting and review. The Job Coach will support the student’s programme of study by assessing practical tasks within a work related learning environment and supporting the collection of evidence for students’ portfolios. Team working and communication within an overall approach that values people will be of key importance.

**Main Duties and Responsibilities of the post**

•	Supporting and guiding students’ progress within a specific vocational learning environment.
•	Assessing students’ practical work within a work related learning environment.
•	Delivering supplied lessons and supporting the students during these lessons.
•	Delivering set work, including employability skills, to support the students to enter the world of work.

•	Assisting students to produce and collate evidence for portfolios.
•	Liaising with teaching staff and Learning Assistants to set and monitor targets for skills development including employability, personal and social development and communication skills.
•	Contribute to reports and reviews with parents, carers and external organisations.
•	Develop and maintain links with partner employers.
•	Provide career and progression guidance.

<b>Planning and Organisation</b>	
•	It is essential that to occupy such a role, the post holder will have well developed organisational, communication and teamwork skills. S/he will also have an ability to meet targets and deadlines.
<b>Direction Received</b>	
•	Reporting to the Sector Lead, Foundation Prospects, the post holder must be self-motivated and able to work in a range of contexts.
•	Job Coaches will receive direction from teaching staff.
<b>Liaison</b>	
•	Liaise with academic and business support staff within the College.
•	Act as an ambassador for the College in any external activities so that the College's good reputation is further developed.
•	Liaise with external partners fostering positive relationships in order to support students in achieving their learning goals.
•	To provide feedback to teaching staff to support student reviews.

**Accountabilities:**

<b>A. Student Accountabilities</b>	
•	To oversee the collation and completion of portfolio evidence.
•	To gather progression evidence.
•	To provide flexible assessment opportunities for students.
•	To support planning, monitoring, tracking and recording of student retention, achievement and success.
•	To deliver planned work through instruction and assessment.
•	To report any student issues to the Programme Leader.
•	Nominate students for awards.
<b>B. Department Accountabilities</b>	
•	Creating and maintaining links with partner employers.
•	Participating in quality assurance and control procedures.
•	Work closely with Sector Lead to promote innovation and meaningful enterprise opportunities for students.
•	Liaise with academic and support staff within the College.

•	To uphold the behaviour and ethos stated in the Highbury Way.
•	Attendance at meetings for department duties.
•	The collection of evidence for students' portfolios.
•	To maintain accurate records of student attendance.
•	Other departmental duties at the request of the Managing Director or Sector Lead as commensurate with the post.
•	Further education is an every-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

### C. Quality and Standards

•	Contribute to the Department's Self Assessment Report.
•	Support the development and delivery of high quality, relevant programmes.
•	Contribute to sharing good practice through peer and cross College activities.
•	To promote equality and diversity and endeavour to meet the varying needs of our diverse student population.

### D. Teaching, Learning and Assessment

•	To provide support for students through the delivery of a programme of work focused coaching.
•	To deliver innovative and high quality set work
•	To support the use of e learning technology.
•	To maintain appropriate records in relation to attendance, punctuality and attitude.
•	To plan assessment opportunities in the workplace for students in liaison with teaching staff.
•	To carry out assessments on a regular basis and provide detailed progress records to support achievement and success.

### E. Finances and Resources

•	To adhere to College financial regulations
---	--

### F. Staff Learning and Development

•	To keep up to date with national, regional and local trends, initiatives and priorities.
•	To identify and communicate personal learning and development needs and to undertake learning and development activities in line with the aims and objectives of the College.
•	To identify individual training needs and support staff learning and development activities.

### G. Other Duties

•	To be a member of such College Committees and working parties as may be agreed from time to time.
•	This list is not exhaustive, and other duties relevant to the post may be required to be undertaken from time to time.

### H. General

•	Further Education operates within a dynamic, challenging and complex environment. Consequently, all staff are expected to adopt a flexible approach to their work and participate constructively in College activities.
•	This job description will be reviewed annually during the performance review process and may be varied in light of the business needs of the College.

<ul style="list-style-type: none"> <li>•</li> </ul>	<p>The appointment will be made on a spot salary. Annual pay awards will be subject to satisfactory performance and budgetary considerations.</p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p>To be aware of and adhere to the College’s Safeguarding Policy at all times and take any necessary action where appropriate.</p>

**Safeguarding Children and Vulnerable Adults**

Highbury Colleges has a moral and statutory duty to safeguard and promote the welfare of all its students. We are committed to providing a safe learning environment, and where possible, living environment, for all our students. The post holder will therefore be required to commit to the College Safeguarding Adults and Child and Young People Protection Policy and help to keep students safe from a wide range of potential harm. The post holder will also be required to attend annual safeguarding training and will be subject to an enhanced DBS check.

**Equal Opportunities & Diversity**

All Highbury College staff are required to promote equality of opportunity and diversity in all aspects of their job. Staff should value and celebrate differences in age, disability, sexual orientation and religious belief and ensure that the College offers a welcoming and inclusive environment to all its students.

**Health, Safety and Wellbeing**

Highbury College prides itself in being a safe environment for learning and working. We continuously strive for improvement, developing our management systems to involve everyone. We expect all of our staff to be part of our safe culture by: recognising their responsibilities for keeping themselves, colleagues, students and visitors free from harm. We demonstrate continued compliance with our policies and procedures and ensure the Health, Safety and Wellbeing of everyone at Highbury College remains a priority.

## Person Specification

Post: Job Coach

Grade: Grade 4

**Note to candidates:** Please study the items in this Person Specification carefully when completing your application; try to describe your knowledge, skills and experience in terms of the particular items.

<b>Assessment Area</b>	<b>Essential Criteria</b>		<b>Assessment Method</b>
<i>Certified Qualifications</i>	1	PTLLS or willingness to work towards this qualification to achieve within 6 months.	Application Form
	2	GCSE Maths and English grade A-C, or equivalent.	
	3	A MiDAS Minibus Certificate	
<i>Professional Development</i>	4	Commitment to a minimum of 30 hours of CPD per annum	Application Form
<i>Experience</i>	5	Previous experience of delivering supplied lessons or supporting students	Application Form Interview
	6	Experience of working with students with learning difficulties and disabilities in a training environment.	
	7	Experience of working within a horticultural background	
<i>Skills, Knowledge and Competencies</i>	8	Strong administrative skills, including IT.	Interview
	9	Understanding of safeguarding in the context of education.	
	10	Ability to work as part of a team.	
	11	Ability to work on own initiative with minimum supervision.	
	12	Ability to meet targets within agreed timescales.	
	13	Excellent organisational skills.	
<i>Personality / Characteristics</i>	14	Professional approach to work and appearance.	Interview Reference
	15	Enthusiasm and optimism.	
	16	Commitment to excellence.	
	17	Flexible attitude in the way he/she performs the job.	
<i>General</i>	18	Commitment to operating in a harmonious, safe and secure environment	Interview
	19	A commitment to equality of opportunity and widening access to education for all	
<b>Assessment Area</b>	<b>Desirable Criteria</b>		<b>Assessment Method</b>
<i>Experience</i>	20	Experience of working with students within an FE environment.	Application Form
	21	Experience of developing links with employers with a view to creating enterprise opportunities for students	