

JOB DESCRIPTION

Job Title	Job Coach
Salary Scale/Grade	Grade 4
Responsible to	Learning Manager
Date of Job Description	26/08/2022

Purpose

The Job Coach is responsible to the Learning Manager for providing high-quality support that 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:

- 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.
- 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 the ability to meet targets and deadlines.
- 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

Student Accountabilities

- 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.

Department accountabilities

- 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.
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Quality, Standards and Compliance:

- 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.

Continuous Improvement.

- To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements
- To attend and participate in monthly team meetings
- To work as part of the team to create an inspiring environment with an open communication culture
- To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental and inclusive team culture.

Personal 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.
- Complies with the College's Code of Conduct for employees and any regulations which apply to the role/work area

Diversity and Inclusion and College values

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity, diversity and inclusion and College values

Safeguarding and PREVENT Responsibilities

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children

Data Protection and Confidentiality

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality

Health & Safety

- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments
- Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare

Additional Duties

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

GENERAL:

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

PERSON SPECIFICATION

Job Title	Job Coach		
Department	Foundations		
Salary Scale/Grade	Grade 4		
Criteria	Description	Essential Desirable (E/D)	Assessed By Application Interview Test
Education & Qualifications	A good standard of basic education (Maths and English GCSE pass or equivalent)	E	A/T
	PTLLS or willingness to work towards this qualification to achieve within 6 months	E	A
	MiDAS Minibus Certificate	E	A
Experience	Previous experience of delivering supplied lessons or supporting students	E	A/I
	Experience of working with students with learning difficulties and disabilities in a training environment	E	A/I
	Experience of working within a horticultural background	E	A/I
	Experience of working with students within an FE environment.	D	A/I
	Experience of developing links with employers with a view to creating enterprise opportunities for students	D	A/I/T
Skills, knowledge, and competencies	Strong administrative skills, including IT	E	A/I/T
	Understanding of safeguarding in the context of education	E	A/I
	Ability to work as part of a team.	E	A/I
	Ability to work on own initiative with minimum supervision.	E	A/I
	Ability to meet targets within agreed timescales	E	A/I
	Excellent organisational skills.	E	A/I
Personal characteristics	Professional approach to work and appearance	E	A/I
	Enthusiasm and optimism	E	A/I
	Commitment to excellence	E	A/I

	Flexible attitude in the way he/she performs the job	E	A/I
Other	A commitment to safeguarding and the wellbeing of learners	E	A/I
	This post is subject to an enhanced Disclosure and Barring Service check.	E	A/I
	A commitment to equality of opportunity and widening access to education for all	E	A/I

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.