

Job Description: Job Coach

Role Specific

1. Support high needs learners both within college and in a variety of workplaces by enabling them to develop the independence required to plan for, practice and develop the employability skills, behaviours and attitudes required to succeed.
2. Along with the Supported Internship Trainer, act as the main point of contact and maintain positive relationships with high needs students, their families, staff and employers to ensure appropriate work placements opportunities are identified and undertaken, responding to queries and concerns as they arise.
3. Ensure the needs of high needs learners are considered and plans of support are implemented to minimise barriers in relation to accessing and undertaking work placements.
4. Use systematic instruction techniques to support learners / interns to learn practical work skills needed to perform specified job roles.
5. Provide additional learning support, undertaking the duties of a learning support assistant including personal care, driving and escort duties as required.
6. Plan and implement a travel training programme for high needs students who need this to prepare for and access work placements.
7. Provide support and guidance to employers with regards to the workplace reasonable adjustments that are required to support high needs students such as adaptations to recruitment processes e.g. working interviews.
8. Work with curriculum colleagues to establish progression routes by supporting them to make the transition from work placements onto paid employment or work-related training.
9. Engage with college management information systems to ensure the accurate collection and reporting of work placement activity for high needs learners to capture and monitor the progress of learners throughout their work placements.
10. Contribute to the review, monitoring and evaluation of work placements for high needs learners to support ongoing improvement and effectiveness and inform future planning.
11. Be responsible for own professional development by undertaking continuous professional development order to maintain current skills and knowledge.
12. Maintain up to date knowledge of guidance such as access to work funding, as required in the context of the role, disseminating as required through delivery of key messages and sharing of best practice.

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

Person Specification	JOB COACH
Qualifications and Attainments	Essential / Desirable
4 GCSEs or equivalent including Maths and English at Grade C/4 or above	Essential
Full Level 3 or Degree Level Qualification	Essential
Learning Support/Job Coach/Teaching Qualifications	Desirable
Driver's Licence & access to your own vehicle	Essential
Training, Experience and Knowledge	
Experience working with young people who have learning difficulties and/or disabilities	Essential
Able to communicate effectively both verbally and in writing with a wide range of people	Essential
Experience of supporting young people across a range of ability levels	Essential
Experience of using information technology confidently	Essential
Able to work on a 1:1 basis with learners	Essential
Able to work with organisational and contractual targets ensuring the needs of learners are met	Essential
Experience of writing professional reports and completing skills assessments	Essential
Experience of multi-agency working	Desirable
Experience working as a Job Coach in a variety of work environments	Desirable
Experience of providing work placement support	Desirable
Training in Systematic Instruction	Desirable
Experience of working in an education and/or care environment	Desirable
Personal Skills and Attitudes	
Ability to meet tight deadlines	Essential
Excellent communications skills	Essential
Be a team player	Essential
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality, diversity and inclusion; customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential