

# Role Profile – Job Coach

## INFORMATION ABOUT THE ROLE:

<b>Group:</b>	<b>Children’s Social Care and Lifelong Learning</b>
<b>Service:</b>	<b>Education, Schools and Inclusion</b>
<b>Location:</b>	<b>Civic Centre</b>
<b>Line Manager:</b>	<b>Curriculum Manager</b>
<b>Car User Status:</b>	<b>Casual</b>

**Grade E: SCP 8 to 11 £24,702 to £25,979**

## WHAT WE WANT YOU TO DO.....

<ul style="list-style-type: none"> <li>Developing and maintaining positive relationships with learners, parents, carers, health professionals, and other partners to ensure they are fully engaged and supportive of the learning and employment opportunities available</li> </ul>	<ul style="list-style-type: none"> <li>Providing accurate information and tailored support for employers and mentors to enable them to identify opportunities and provide the best support for people with a learning disability</li> </ul>
<ul style="list-style-type: none"> <li>Engaging with a wide range of employers to establish high quality work placements and employment opportunities for young people and adults with a learning difficulty</li> </ul>	<ul style="list-style-type: none"> <li>Supporting progression to positive outcomes such as supported internships, long-term meaningful volunteering, paid employment, apprenticeships and higher level learning</li> </ul>
<ul style="list-style-type: none"> <li>Providing tailored in-work/placement support, vocational profiling, job matching, job carving and conducting progress reviews</li> </ul>	<ul style="list-style-type: none"> <li>Conducting health and safety assessments to ensure work placements and employment opportunities are safe.</li> </ul>
<ul style="list-style-type: none"> <li>Mentoring and coaching young people and adults with a learning difficulty to enter and remain in the workplace, including developing confidence and resilience, practical support for travel arrangements, and advice on dress code and workplace culture.</li> </ul>	<ul style="list-style-type: none"> <li>Attending relevant events and meetings that promote the Learning and Skills offer and engages new learners.</li> </ul>
<ul style="list-style-type: none"> <li>Supporting young people and adults with a learning disability in the workplace on a one-to-one basis including learning the job role and tasks through systematic instruction, providing visual, written or digital aids and modelling</li> </ul>	<ul style="list-style-type: none"> <li>Assisting in the review of Education Health Care Plans</li> </ul>
<ul style="list-style-type: none"> <li>To perform a range of administration activities in line with the requirements of the post.</li> </ul>	



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## WHAT YOU NEED TO BE SUCCESSFUL..... THE ESSENTIALS

THE KNOWLEDGE	THE QUALIFICATIONS
<ul style="list-style-type: none"> <li>• Special Needs Sector, including education, health and social care</li> <li>• Digital skills including spreadsheets and presentation software</li> <li>• Equality and diversity</li> <li>• Relevant legislation such as safeguarding procedures, health and safety law, teaching and learning principles and follow ESFA guidance on work placements</li> </ul>	<ul style="list-style-type: none"> <li>• A Level 2 qualification in Maths and English, or equivalent</li> <li>• A Level 3 qualification in working with young people and/or adults with a learning difficulty, or equivalent</li> <li>• Level 2 IAG qualification</li> <li>• A current driving license and access to a car or means to mobility support</li> </ul>
THE EXPERIENCE	
<ul style="list-style-type: none"> <li>• Relevant experience of working with young people and adults with a learning difficulty</li> <li>• Providing Systematic Instruction</li> <li>• Sourcing work placements and employment opportunities for young people and adults with a learning difficulty</li> <li>• Supporting young people and adults on work placement and into employment opportunities</li> <li>• Excellent written and communication skills, with the ability to communicate complex issues clearly and accurately to all parties involved</li> <li>• Promoting positive behaviour</li> <li>• Working with accuracy</li> <li>• Working on own initiative and as part of a team</li> </ul>	



## OUR COMPETENCIES... *HOW WE WANT YOU TO BE*

### **CUSTOMER FOCUSED**

Puts the customer first and provides excellent service to both internal and external customers

### **GREAT AT COMMUNICATION**

Uses appropriate methods to express information in a clear and concise way to make sure people understand

### **TEAM PLAYER**

Works with others to achieve results and develop good working relationships

### **MAKE THINGS HAPPEN**

Takes responsibility for personal organisation and achieving results

### **FLEXIBLE**

Adapts to change and works effectively in a variety of situations

### **LEARN AND DEVELOP**

Actively improves by developing and applying new skills and knowledge and learns from past experiences

