

## Job Coach – Job Description



Reporting to the Head of Lifelong Learning.

Hours: 22 hours a week, term time only

Grade: Sixth Form Colleges' Support Staff Pay Spine, Points 6-9

Reporting to the Head of Lifelong Learning with responsibility for students with learning difficulties and disabilities (SLDD), you will be part of the learning support team supporting students aged 16 - 24 who are part of the Supported Internship Programme. This will involve working closely with a wide cross-section of staff including College Managers, teachers, employers and parents.

Your work will be co-ordinated through the Head of Lifelong Learning but there will be a need to work independently and to use your own initiative, especially when working off site. A flexible approach to scheduling work time is essential as evening work may be required depending on student needs and the requirements of their employers.

### Key Responsibilities

- To support students in their transition into employment, including in the workplace
- To support teaching staff to teach skills required for being successful in the workplace.
- To support students to continue in education or employment and make the most of their work experience.
- To engage with employers to secure realistic employment opportunities.
- Support young people to be successful in their employment, providing appropriate levels of support and guidance both in and outside of the workplace.
- Acquire or complete risk assessments where appropriate.
- To plan and prepare materials and resources as required.
- To monitor the effect of the role and provide regular feedback.

### Key Tasks

- To work closely with faculty staff to identify and secure appropriate work placements for SEND students with EHCPs, primarily those on the Supported Internship course.
- To liaise with all appropriate people to ensure that information is shared fully.
- To work closely with faculty and support staff to progress individual learning plans including soft outcomes and share key student information.
- To give support to identified students at key times to encourage them to stay on course and in employment to prevent them becoming NEETS (Not in Education, Employment or Training).

- To be proactive in creating relevant support materials, to enable students to maximise their workplace opportunities.
- To build networks with and be an active member of appropriate local and regional partner groups or agencies
- Provide an accurate and timely report to the Head of Lifelong Learning highlighting activities, student progress and impact.
- Undertake training where appropriate.
- In addition, other duties as required at different times of the year commensurate with the grade/post.

This job description sets out the main responsibilities for the postholder but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary.

Signed..... Date.....

### Essential

- Have experience of a similar role within a post 16 educational setting.
- Qualified to at least Level 3 in a relevant subject.
- Be able to demonstrate an understanding of and empathy for students with learning difficulties or disabilities.
- Have the enthusiasm and ability for work on a one-to-one or small-group basis with young people.
- Ability to develop resources for individual students.
- Be able to demonstrate appropriate commitment to equal opportunities and inclusive learning.
- Have a good general education and be positive and enthusiastic for the value of education.
- Have the confidence to work in a variety of workplaces and with a variety of staff.
- Be a team worker
- Be fully aware of the need for confidentiality
- Be flexible in their approach to work including working hours
- Have excellent interpersonal skills
- Have self-confidence and maturity
- Have an organized by sensitive approach to work
- Have a good sense of humour and patience
- Have own transport
- Be IT literate

### Desirable

- Have recent experience of a teaching and learning environment
- Degree in a relevant subject
- Involvement with writing Individual Learning Plans.