



Job Description

Job Title: Job Coach
Reports to: Programme Coordinator
Department: Curriculum & Quality
Salary: £21,993.92 per annum

Overall Purpose

To contribute to the delivery of the organisational mission through the design, delivery and assessment of a programme which enables an educational experience, which prepares students for adulthood and is in accordance with our organisational values:

Equality

Empowerment

Respect

Sustainability

Core Duties

Job Coach responsibilities:

- To ensure students on supported internships and work experience placements are appropriately supported in the workplace.
- To act as first point of contact/support for the employer for the whole time the student is on a work placement.
- To ensure placements are appropriate for students through job/ task analysis and support the employer to make reasonable adjustments and 'job carve', where necessary.
- To create appropriate resources that enable students to perform the job more independently, supporting them using "Training in Systematic Instruction" where necessary.
- To prepare students for placements by completing travel training, workplace visits and assisting them to complete any necessary paperwork needed by the employer.
- To support students with finding appropriate paid employment opportunities, including helping develop CVs, job applications and/or prepare for interviews.
- To ensure appropriate student and employer reflection and feedback is completed, including the preparation of case studies.
- To support the Careers Lead and Internship and Work Experience Manager in the successful delivery of the career's strategy.
- To support teaching and learning sessions to help students achieve their maximum potential.

General Responsibilities for all Staff:

- Ensure that all beneficiaries are treated with dignity and respect.
- Empower students and residents to maintain their personal independence and confidentiality.
- Contribute positively to a high-quality teaching, learning and caring environment.
- Comply with health & safety and safeguarding regulations.
- Any other reasonable duties commensurate with role as required.

Person Specification

We shortlist candidates based on essential and desirable criteria. We evidence the attributes using the application form and qualification certificates, and during interviews and skill tests.

Education & Qualifications

Attribute	Criteria	Evidence
Level 3 qualification or above	Essential	Certs
Level 2 or above in English and Maths	Essential	Certs
Up to date First Aid qualification or willingness to work towards	Desirable	Certs
Training in Systematic Instruction (TSI) or willingness to work towards	Desirable	Certs
Level 2 in Autism or willingness to work towards	Essential	Certs

Experience, Knowledge & Abilities

Attribute	Criteria	Evidence
Experience of working with students with learning needs, ideally in a business or employer facing role	Essential	App Form & Int
Experience of working and networking with multiple stakeholders, both internal and external	Desirable	App Form & Int
Experience of maintaining accurate data records and information	Desirable	App Form & Int
Experience of job carving	Desirable	App Form & Int
Be able to work in a wide range of work environments which may include catering, animal care, horticulture, retail etc	Essential	App Form & Int
Knowledge of health and safety, equality legislation and data protection legislation	Essential	App Form & Int
Knowledge and experience of dealing with safeguarding concerns	Essential	App Form & Int
Full Driving licence	Desirable	Cert

Interpersonal Skills & Qualities

Attribute	Criteria	Evidence
Good communication skills to be able to engage students, employers and staff	Essential	App Form & Int
Works independently and manages own workload; prioritising effectively to meet agreed objectives. Able to meet deadlines.	Essential	App Form & Int
Excellent ICT skills. Proficient in the use of MS Office applications, especially Excel, Word, PowerPoint Outlook	Essential	App Form & Int
A flexible and positive approach to work; proven ability in demonstrating problem solving skills and dealing with difficult situations	Essential	App Form & Int
Has a genuine desire to improve the lives of our students and is passionate about equality, diversity and inclusion	Essential	App Form & Int
Self-motivated and proactive approach to work	Essential	App Form & Int

Note: This job description and person specification is not an exhaustive description – it is a guide and will be subject to review to meet the service/business needs.