JOB DESCRIPTION

Job Title: Job Coach  Grade: Level 3
Allowance: SEN

1.0 JOB PURPOSE

- To provide tailored support to young people to enable them to gain, learn from, develop in and maintain their internship and to make a positive progression on to paid sustainable employment.
- To support employers to enable them to offer a meaningful internship that will work for them in their setting and suit the needs of the interns.
- To report to the Work Placement Co-ordinator on the interns progress into employment and sustained employability upon completion of the internship.

2.0 DUTIES AND RESPONSIBILITIES

- Job coaches must be able to undertake flexible working hours, which will require working outside of term times and may include early mornings and late evenings.
- Job coaches will need to be able to travel to a variety of locations as and when required by the Work Placement Co-ordinator, the intern or the employer.
- Job coaches need to be able to recognise when and how to provide support, and when to increase, decrease or remove support to the intern and the employer.

Job coaches will be involved in the following activities:

Pre-placement at Work
- Helping interns to prepare by accompanying them to the workplace prior to starting a job.
- Sourcing and gathering relevant documentation for work.
- Preparing the intern to travel to work independently and arranging Access to Work to be in place where required.
- Understand the job role in readiness to train the intern.

Workplace Support
- Attend workplace inductions and first day/s at work depending on the needs of the intern and the employer.
- Mentor and support the intern to improve self-confidence.
- Train the intern to master tasks.
- Breakdown tasks and apply systematic instruction techniques.
- Model workplace behaviours.
- Target – set and monitor and review progress of the intern and encourage self-assessment and reflection.
- Regularly visit the interns in the workplace, carry out observations and support them to acquire the skills they need to fulfil the role.
- Produce visual or written aids and reminders to assist the intern in their role where necessary.
- Negotiate an increase / decrease in responsibilities or new activities to suit the intern and the employer.
- Determine if an intern needs to move placement and liaising with the Work Placement Co-ordinator for that to happen.
Support for Employers

- Explain an intern’s strengths and support needs and advise on any reasonable adjustments.
- Be a first point of call if issues or problems arise and negotiate solutions.
- Introduce the intern to his/her colleagues and offer advice on how to best support and include him/her.
- Identify additional or more challenging tasks or roles that an intern could not take on and negotiating a solution with the employer.
- Ensure that interns are on task and meeting workplace standards and expectations.

Other Roles During the Internship

- Helping interns to prepare for and accompanying them to job interviews.
- Providing a link between classroom and workplace learning by undertaking assessments within the workplace and completing witness testimonies.
- Support the use of information and communication technology in the workplace.
- Monitor attendance and punctuality at work placement, especially when an intern attends the work placement independently.
- Responsibility for promoting and safeguarding the welfare of the interns and ensure their health and safety when in the workplace.
- Provide administrative documents for all interns.

Support for the College

- Support the development and effectiveness of team work within the college environment.
- Develop and maintain working relationships with other professionals.
- Liaise with parents as appropriate.
- Work as required across the curriculum and within the college in accordance with the job.
- Participate in appropriate professional development including adhering to the principle of performance management.
- Reporting on progress to the Work Placement Co-ordinator and the College Principal.
- Adhere to the ethos of the college to:
  - Promote the agreed vision and aims of the college.
  - Set an example of personal integrity and professionalism.
  - Attend appropriate staff meetings and progression evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the college.

OBSERVANCE OF THE COLLEGE’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

Job description issued by: Kim Everton – College Principal

Supervision Received
Supervising Officer’s Job Title: Work Placement Co-ordinator and College Principal

Copy received by: ___________________________________ (Employee)

Date: ________________________________________________
### PERSON SPECIFICATION

**Job Title:** Job Coach  
**Grade:** Gr 3  
**Allowance:** SEN

**Method of Assessment (MOA)**  
AF = Application Form  
I = Interview  
T = Test or Exercise  
P = Presentation

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| **EXPERIENCE**  
(Relevant work and other experience) | 1. Experience of working with young adults with Special Educational Needs and Disabilities  
2. Experience of supporting young adults in a work placement environment  
3. Experience of using Information Technology to support students in the work placement environment | AF/I |
| **SKILLS AND ABILITIES**  
(Eg Written communication skills, dealing with the public) | 1. A good standard of education particularly in English and Mathematics  
2. Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning and work placement environment  
3. Knowledge of SEN Code of Practice  
4. Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students  
5. Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher  
6. Ability to consistently and effectively implement agreed behaviour management strategies  
7. Ability to use language and other communication skills that students can understand and relate to  
8. Ability to establish positive relationships with students and empathise with their needs  
9. Ability to demonstrate active listening skills  
10. Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students’ needs, encouraging the students to stay on task  
11. Ability to monitor the pupils’ response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher or the employer to achieve the intended learning outcomes  
12. Ability to carry out and report on systemic observations of students’ knowledge understanding and skills  
13. Ability to assist in the recording of lessons and assessment in the workplace as required by the teacher | AF/I |
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<td>Ability to offer constructive feedback to students to reinforce self-esteem</td>
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<td>Ability to work effectively and supportively as a member of the college team</td>
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<td>16.</td>
<td>Ability to work within and apply all college policies e.g. Behaviour Management, Adult Protection, Health and Safety, Equal Opportunities</td>
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**TRAINING**

1. Competency based training for the role will be provided with regular reviews and updates
2. Willingness to participate in further training and developmental opportunities offered by the college to further knowledge

**EDUCATION/QUALIFICATIONS**

1. NVQ Level 3 for Teaching Assistants or equivalent

NB Full regard must be paid to overseas qualifications

**OTHER**

1. Full clean driving licence
2. Willingness to maintain confidentiality on all college matters

**CONTRA INDICATION**

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE COLLEGE’S EQUAL OPPORTUNITIES POLICY