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**JOB DESCRIPTION**

**Job Coach**

**Reports to:** Job Coach Team Leader

**Liaises with:** Tutors, education support staff, host employers and a range of external agencies.

**MAIN PURPOSE OF JOB ROLE:**

To support the development of knowledge, understanding and skills for work and to secure paid and/or voluntary employment for learners during their college programme and beyond.

**PRIMARY TASKS:**

* To develop learners’ personal and work skills in readiness for the workplace.
* To provide support and guidance on work placement.
* To provide learning support in education sessions as required.
* Provide practical job coaching using TSI techniques, where appropriate, in the host employer's environment.
* To maintain positive relationships with employers to establish successful work placement opportunities.
* To provide training on public transport as required to access work.
* To record and provide written reports on learners’ progress.
* To input data to the college’s recording systems.
* To establish progression routes with learners into employment or apprenticeship training where this is appropriate.
* Broker job opportunities with local and national employers, carving job roles for individuals as required.
* To work effectively with employers and external agencies at key stages of transition.
* To demonstrate personal commitment to equality to ensure we develop a community which celebrates and values diversity.
* To promote and adhere to the college’s Health and Safety At Work policy and procedures.
* To fulfil requirements of college appraisal and support and development systems, supporting effective practice.
* To carry out such other duties as may be requiredby the Head of Vocational and Community Learning or Work Based Learning Manager.

**Safeguarding**

The college takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young adults and children. Therefore, we require that all staff share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training.

**Equality & Diversity**

Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

**Health & Safety**

Promote the college’s Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department

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| Person specification – Job Coach | | |
| Attribute | **Essential** | **Desirable** |
| **Experience** | Experience working with people who have learning difficulties and/or disabilities | Experience working as a Job Coach in a variety of working environments  Previous experience working in an education environment and/or care environment  Experience working with multi-agencies  Experience of training |
| **Qualifications** | Good knowledge of written and spoken English and numeracy at level 2 or equivalent | Learning Support qualification  Job Coach or Teaching qualifications |
| **Skills** | Able to communicate effectively verbally and in writing with a wide range of people  Able to support students across a range of ability levels  Well-organised to meet tight deadlines  Able to use information technology confidently  Able to use own initiative  Able to manage own time  Able to manage own case load  Able to work 1:1 with students  Able to complete skills assessments  Able to complete individual risk assessments  Able to write professional reports  Able to work to organisational and contractual targets to ensure that learners needs are met | Use databases to extract information  Job Profiling  Systematic Instruction Training  Workplace Health & Safety Assessments  Experience of completing Learner Baseline Assessment processes and reporting |
| **Personality** | Positive role model for learners  Respectful and able to understand the needs of learners and all stakeholders  Composed when facing demanding situations |  |
| **Motivation** | Can motivate others and contribute to effective team-working  Innovative and creative in all aspects of the role and responsive to changes required to improve and maintain quality services |  |
| **Personal Circumstances** | To be able to work flexible hours to meet the requirements of learners |  |
| **Other** | Commitment to Equality and Diversity  Support the ethos of the college and be fit to work vulnerable people  Current driving licence with Business Insurance. | Meet requirements of insurers to drive college vehicles |