



**Job Title: Job Coach**

**Salary:**

**A28-A31 £24,608.25 - £27,301.73 pa**

**Pro rata to hours and weeks worked**

**Contractual Weeks: 44.1**

**Hours per week:**

**37 hours (X1 position)**

**37 hours (Depending on Funding)**

**22.5 hours (X1 position)**

**Contract Type: Permanent**

**Closing Date: 9am 26<sup>th</sup> July 2022**

**Start date: September 2022**

Are you passionate, adaptable and a good communicator? Do you want to work for an organisation where you can make a difference to the lives of young people with complex disabilities and learning difficulties? If so Hereward College in Tile Hill, Coventry could be the ideal employer for you. Every day is different on campus and there is never a dull moment. The college has been supporting young people for 50 years on our pleasant 12-acre site. You could be part of our future. Our employees make us what we are and everyone plays a part in our continued success.

In recognition of your efforts we provide employees with:

- 30 – 40 Days holidays per annum, plus statutory public holidays and 4 concession days
- Local Government Pension (21% Employer Contribution) scheme
- Life Assurance
- A variety of working patterns including term time, part time, full time and all year-round
- Free on-site parking
- Access to a retail discount scheme

- 5 Days Training per year
- Access to online training courses
- Most importantly a friendly, passionate and supportive work environment.
- And more!

We are looking for experienced persons who can offer high quality, personalised support. You will develop employability skills within College and in the workplace. You will undertake a wide variety of duties with learners including task analysis, setting and monitoring objectives and motivational support on a day-to-day basis.

You will be a highly organised problem solver with excellent coaching skills; experience of working with and supporting people with disabilities, as well as experience in a role giving information, advice and guidance. You will be an excellent networker with the ability to build and retain employer partnerships. In addition, a Level 2 qualification (GCSE Grade A – C) or equivalent in English and Maths (or demonstration that you are operating at level 2 in both subjects) is essential. You should have a Level 3 relevant qualification and excellent ICT skills.

In order to be considered for this opportunity please visit our careers page:

<https://www.hereward.ac.uk/about/join-our-team/>

Here you can review the full job and person specification, allowing you to determine if you meet our requirements. If you feel you can add value to the college and have the desire, motivation and ambition to make a real difference, we would encourage you to complete an application and diversity monitoring form. These are available via this link:

[Application Form](#)

[Diversity Monitoring Form](#)

**(Please note that CVs will not be accepted)**

Be quick to submit your application though, you don't want to miss out on this opportunity as the College reserves the right to close this advert when sufficient applications have been received.'

We are committed to the safeguarding and welfare of young people and vulnerable adults, and expects all employees to share this commitment. Successful candidates will be required to complete an Enhanced DBS disclosure and provide referee details. Employment and confirmation of start date will be conditional upon receipt relevant pre-employment checks.

Whilst all applications are judged on merit alone, we would welcome applications from ethnic minority candidates as this section of the community is currently under-represented in our workforce. The College is committed to supporting employees who experience mental health difficulties and is proud to display the Mindful Employer logo.

## Job Description

<b>Job Title</b>	Job Coach
<b>Salary / Grade</b>	<b>A28-A31</b>
<b>Department</b>	Employability
<b>Immediate Line Manager</b>	Head of Employment Services
<b>Date</b>	July 2021

### Main purpose and scope of post

- To offer high quality, personalised support to learners, enabling them to access and retain work experience with the long-term view of getting paid employment and /or increased independence.
- To develop and nurture the employability skills of learners.
- To support learners in work experience settings and on the Supported Internship Program
- Ensure effective progression recording, and planning of learner destination and outcomes

### Responsibilities and accountabilities – General

- Contribute to the development and maintenance of a positive culture that embeds the College's values, and ensures that students and staff feel valued, safe and supported.
- Presenting a positive, "can do" attitude and taking personal responsibility for own actions.
- Committed to a culture of continuous improvement and ensuring that own contribution to the role and the College is of the highest standard.
- Represent the College positively and effectively in dealings with external parties.
- Take responsibility for own continuing professional development as agreed in the appraisal process.
- Responsible for taking all appropriate measures to safeguard young people and promote their welfare.

### Responsibilities and accountabilities – Detailed

#### Learner engagement

- Develop learners' skills and knowledge of themselves, expectations, needs and areas for development in relation to the world of work.
- Assist learners to aspire to paid employment and advise learners of the financial and social benefits of work related activities.
- Provide impartial advice and create opportunities for learners to meet services and enable them to make informed decisions and choices related to work related activities.

#### Support for learners

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- To lead on collaborative working with the learner's internal and external network of learning and support, including employees, college staff, parents/carers and external agencies where required.
- Analyse, understand and be able to break down work tasks into a sequence of steps and routines
- Give systematic instruction to learners in work experience settings and on Supported Internships.
- When required, use prompting and fading techniques to coach learners to learn new work, and workplace related tasks without developing unnecessary dependence on others.
- Devise suitable strategies and methods to support learner's independence.
- Record relevant information and feedback data through tutorials, observations and discussion on successful, independent achievement of tasks to identify when a learner is not making progress and deliver options for performance improvement.
- Support individuals and employers to overcome any potential behavioural problems at work and identify interventions in and outside work to support individuals in overcoming employment-related and personal issues.
- Refer individuals to additional sources of support within the College when problems and issues are outside own competence or authority
- Where necessary support learners whilst they are on work experience with written, practical tasks and delivery of some aspects of personal care when appropriately trained to do so.
- Where necessary, transport students in own vehicle to and from places that offer opportunities to develop the learners or promote their independence and transition.

#### **Identifying the needs of learners**

- Support learners to identify their experiences, skills, needs, talents and employment preferences through vocational profiling and training.
- Support learners in preparing their curriculum vitae in a format that is accessible to them, prepare for interviews/working interviews, applications and job search process.
- Identify specific support strategies or technologies that may be required to facilitate the employment experience for learners.
- Prepare learners emotionally and socially for work and assist them to be socially included at work with advice, social skills strategies and by creating a network of support.

#### **Action planning, target setting and monitoring**

- Liaise closely with key staff to ensure that the employability process is planned and effectively linked to ILR targets
- Be responsible for producing a jointly agreed employability action plan in direct partnership with learners and support learners in planning future career progression.
- Complete employment experience monitoring reports, recording learner and employer perspectives.
- Provide feedback to the Employability Skills Developer regarding individual learner progress, barriers or issues that affect progress, and effective support strategies put in place
- Lead and contribute to learner tutorials and formal transition/progress reviews
- Monitor and review progress of employability experiences and targets on an on-going basis,
- Update and maintain Databridge and other learner records as appropriate.
- Attend progress evenings to share development and plans with learners' parents/carers.
- To prepare and lead on annual transition reviews (including preparation) for allocated learners and ensure agreed action plans from these reviews are completed.

#### **Developing employability skills**

- Lead employability sessions with learners and support learners to achieve agreed learning objectives within the assessment framework.
  - Encourage the autonomy of the individual in making decisions, and their responsibility in implementing them.
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- Enable learners in supported employment opportunities to be productive and integrated into their workplace.
- Develop a progression plan for employability skills that matches the units of the assessment framework.

#### **Employer engagement and task analysis**

- Liaise with employer supervisors to ensure quality and successful placements with appropriate risk assessment and health and safety being considered.
- Share information to employer supervisors which may enhance the quality of the learner's learning experience and help them to reach their potential.
- Develop positive working relationships with employer staff to better support task analysis and development.

#### **Team working**

- Communicate effectively with the wider Job Coaching team
- Attend regular internal and external team meetings and feedback on the progress of the learners
- Support the allocation of learners on to work experience and internships through effective liaison with other Job Coaches

#### **Develop own supported employment practice**

- Be responsible for developing and maintaining skills and knowledge to competently perform own role through research and training as identified during the appraisal process.
- Challenge own and others' assumptions about the employment choices that learners can make
- Be able to work independently and lead on daily site planning and coordination of Supported Internships and work experience with the guidance of the Employability Skills Developer

#### **College Wide Strategic View**

- Work within and support the Colleges' Employability and Enterprise Strategy
  - Comply with College policies and procedures
  - Carry out any other reasonable duties as requested by the line manager
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<b>Job Title</b>	Job Coach	
<b>Selection Criteria</b> A= Application Form I = Interview T = Test/Personality Profile	<b>Essential/ Desirable</b>	<b>Method of Candidate Assessment A, I or T</b>
<b>Experience</b>		
1. Working with and supporting individuals with disabilities and/or SEN	Essential	A, I
2. Working in an educational establishment or supported employment organisation	Desirable	A,I
3. Working with a variety of different employers or sectors	Desirable	A, I
4. Engaging employers and creating working relationships	Desirable	A, I
5. Supporting individuals to obtain employment, job brokering or to develop their employability skills	Desirable	A, I
<b>Educational/ Vocational Qualifications</b>		
1. Level 2 numeracy and literacy (or equivalent)	Essential	A, I
2. Appropriate academic or vocational qualification equivalent to a level 3 with willingness to work towards a level 4 qualification	Essential	A, I
3. Training in supported employment or systematic instruction (TSI)	Desirable	
<b>Skills</b>		
1. An ability to develop positive working relationships with individuals at all levels (internal and external) to promote the College	Essential	A, I
2. Highly developed communication (written and verbal skills), presentation, external liaison and networking skills	Essential	A
3. Good organisational and time management skills	Essential	A, I
4. A systematic approach to work with excellent problem solving skills	Essential	A, I
5. Good IT Skills including Microsoft Office and knowledge of using a MIS database	Essential	A, I
6. Possess a valid driving licence with no more than 3 penalty points issued	Essential	A, I
7. Have access to your own vehicle insured for Business Use	Desirable	A, I
<b>Approach</b>		
1. A positive and proactive attitude	Essential	A, I
2. A strong commitment to client success	Essential	A, I
3. A commitment to excellence	Essential	A, I
4. Ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery	Essential	A, I
5. The ability to motivate and encourage others, inspire trust and a sense of common purpose	Essential	I
6. Ability to work effectively through teams and a critical and sensitive understanding of the roles of other staff	Essential	I
7. Able to clearly demonstrate understanding of safeguarding responsibilities and a commitment to promoting the welfare of vulnerable people	Essential	I