



HRUC
HUMANITIES, RESEARCH & EDUCATION UNION

**JOB DESCRIPTION/
CANDIDATE SPECIFICATION**

POST	Supported Learning – Job Coach
DEPARTMENT	Supported Learning
SALARY	Support scale 4
HOURS	36 hours, term time only 39 weeks per year
RESPONSIBLE TO	Head of School/Assistant Head of School

JOB PURPOSE

Work experience is designed to bridge the gap between education and the world of work. It can help inform career choices, provide the opportunity for young people to prove themselves to an employer, and help instill the attitudes and behaviours expected at work. The role includes building relationships and working in collaboration with employers and preparing the students for future work/employment.

The WEX programme will be meaningful and develop the learners skills, enhance their employment opportunities and independence in their everyday lives in real-life situations. The role would include building relationships with local employers to develop supported internships and work experience placements.

The Supported Learning department would like to recruit a Job Coach to work with young people with learning difficulties and disabilities and enable them to pursue their ambitions in relation to gaining sustainable employment. The role would include building relationships with local employers to develop supported internships and work experience placements.

MAIN DUTIES AND RESPONSIBILITIES

- Liaise with local businesses and promote our services and opportunities for learners and host meetings (including breakfast ones) to raise awareness and inform them of our WEX objectives and commitments. To invite them to college and give a presentation on our WEX programme and development plan and the opportunity to meet the students.
- Work in collaboration with departmental managers, curriculum leads, lecturers and SLAs to ensure the students and department are fully supported with the WEX programme and placements.
- Attend host business induction and create induction packs for intern for each employer site, ensuring relevant paperwork is completed to work on site. Liase with departmental managers and mentors to ensure the student and department are fully supported.
- Carry out work place assessments and health and safety evaluations for each employer site.
- Co-ordinate Employment Planning Meetings with interns, team members and parents to get to know interns skills, interests and challenges and future job prospects
- Arrange and administrate employer engagement by generating local employer links who are interested in providing internships
- Promote the benefits of being an employer who provides a supported internship

- Act as an ambassador of the college and be pro active in attending career fairs and employability events to promote supported internships and engage more employers.
- Research the local labour markets and liaise with local councils to identify current employment trends.
- Carry out timely workplace health and safety assessments for each employer site. To complete the forms and upload them to Teams.
- To identify suitable and purposeful placements for each learner linking it to their programme of study and the student's career aspirations and ensuring the placement is appropriately matched to them.
- Discuss and identify each learner's competencies and create a job profile with appropriate tasks and opportunities for each learner that takes into account the learners needs and employers expectations in preparation for the placement.
- Prepare student profiles for employers regarding working with interns with disabilities
- Facilitate group sessions to discuss and inform the learners of the purpose of placements, employability skills they should be aiming to develop towards and in preparation to the learner's individual placement by liaising with the course tutors.
- Teach the essential duties and tasks of the job to the student
- Demonstrate and provide Training in Systematic Instruction; a structured approach to teaching vocational and independent living skills to students in preparing them for WEX placements.
- Demonstrate good supported employment from learning standard processes and provide Training in Systematic Instruction (TSI) to building natural supports for interns from their co-workers
- Write job descriptions, task lists and job analysis for each role for each employer
- Learn the internship duties and plan for necessary modifications in the workplace and adjustments for the interns and create learning resources.
- Develop support for errorless learning that encourages, independence, decision making by learners with a learning disability enabling them to learn complex tasks.
- Develop support in the workplace and a support plan that encourages independence
- To monitor, assess and review the student's progress and provide regular feedback to them and keep up to date records of their progress on Teams.
- Keep up to date written records of all paperwork completed and student progress
- members on progress, using appropriate assessment tools and reports
- To be the named person for employers, parents, and students to contact and deal with problems and issues as they arise during work placements.

GENERAL DUTIES

- To participate fully in Staff Review according to the College requirements and undertake training as required

- To keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the department
- To propose any ideas that may help to promote and extend the College's reputation and efficient running of the College
- To undertake all duties and responsibilities in accordance with College policies inclusive of Equal Opportunities, Data Protection, Child and Vulnerable Adult protection, Quality and Financial regulations. To report any concerns to the appropriate person
- To work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy
- To work flexibly, which may include events in the evenings and occasionally weekends
- To undertake any other duties commensurate with your level of responsibility as may be required by the College Leadership Team in order to ensure the efficient functioning of the College

EXPECTATIONS FOR ALL STAFF

All members of staff at the College are expected to be:

- **Responsive & Adaptive**
Responsive to change, creating new opportunities for meeting new challenges
- **Creative, imaginative and entrepreneurial**
Innovators and commercially aware
- **Collaborative**
Promote 'team-ship' through collaboration and taking pride in their work and the College
- **Passionate professionals**
Role models committed to continually improving themselves and ultimately the experience and success of our students
- **Accountable**
Understand the impact of (and take responsibility for) their actions upon College stakeholders

PERSON SPECIFICATION

The successful candidate will fulfil the following essential and desirable requirements

	Desirable	Essential	Assessed by
Knowledge			
1. A commitment to the principles of Equality and Diversity, Data Protection and Health & Safety		✓	I
2. Understanding and commitment to safeguarding relating to young people with learning difficulties and disabilities		✓	I
Abilities/Skills/Experience			

3. Experience of working with young people with learning difficulties and disabilities		✓	AF/I
4. Successful and demonstrable experience of supporting young people in a work setting or work experience capacity	✓		AF/I
5. Knowledge of the UK welfare benefits system and employee rights in the workplace with the ability to champion equalities and diversity	✓		I
6. Experience of completing Risk Assessments.	✓		I
7. Experience of creating ILP targets and tracking and reporting progress against them	✓		I
8. Ability to use a variety of communication methods to support learners and facilitate learning		✓	AF/I/PE
9. Ability to communicate effectively both orally and in writing, with other staff, clients, employers and other professionals		✓	AF/I/PE
10. Good negotiation skills		✓	I
11. Excellent organisational skills		✓	AF/I/PE
12. Good IT skills and proficiency in Microsoft software		✓	I
13. Clean driving licence and willingness to drive	✓		I
14. To be passionate about employment opportunities for young people with learning difficulties and disabilities		✓	AF/I
15. Ability to work alone or as part of a team		✓	I
16. Ability to work flexibly		✓	I
17. Ability to be self-motivated and use personal initiative within a structures framework		✓	I
18. Ability to work well under pressure		✓	I
19. Willingness to undertake all relevant training		✓	I
Qualifications and further professional development			
20. Five GCSE's or equivalent including maths & English		✓	AF
21. Certificate of attendance at a TSI training course or willingness to complete	✓		AF
22. Evidence of recent continued professional development in relation to supported employment	✓		I

AF–Application Form

I–Interview

PE –Practical Exercise(s)

CONDITIONS OF SERVICE

The appointment will be subject to suitable references, medical clearance, enhanced disclosure from the Disclosure and Barring Service (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

All of the above checks must have been completed **before** the start of the employment. Confirmation of appointment is subject to the satisfactory completion of a nine month probationary period.

This job description/candidate specification is subject to periodic review.