

## **JOB DESCRIPTION**

### **JOB COACH**

#### **ORCHARD HILL COLLEGE**

##### **Purpose of the Post:**

To support students with barriers to learning including; NEET, mental health, learning difficulties and disabilities to access work placements and progress into paid employment.

To actively promote the development of the employability programmes through the creation of external partnerships and the development of internal systems and protocols.

The Job Coach will actively embrace Orchard Hill College's core principles to ensure an inclusive and positive environment for our students with barriers to learning and SEND.

##### **Reporting relationships:**

The Job Coach will report to the Work Placement Manager.

##### **Functional Links:**

The Job Coach will be expected to work in collaboration with colleagues across the college and will need to maintain strong communication systems with a variety of individuals. These will include:

- Students and their carers/parents/advocates
- Staff members
- Project partners
- External employers

##### **Duties and Responsibilities:**

1. Actively support young people who are looking for employment, providing them with job search skills, support within work placements, training and support in the classroom and experience in order to facilitate their achievement of identified goals.
2. To plan, prepare and deliver workshops for students to enhance their employability skills
3. Continually assess each young person both formally and informally to create an adaptable, personalised employability plan.

4. Provide continual support and guidance, ensuring the progression of students after entering paid employment.
5. Demonstrate innovative approaches to employer engagement through marketing and promotion in order to identify and secure potential opportunities for both paid employment and work experience placements.
6. Develop partnerships with local organisations to facilitate referrals and additional support.
7. Gather and relay information between staff, project partners and providers of work placements.
8. Create and maintain necessary paperwork and documentation to support and evidence work using IT based systems.
9. Coordinate with other Job Coaches to prioritise and distribute workload ensuring that each young person is provided with the appropriate levels of support.
10. Demonstrate a commitment to the safeguarding of children and vulnerable adults.
11. Comply with Orchard Hill College policies e.g. Safeguarding, Equality & Diversity and Health & Safety.
12. Undertake other such duties of a similar nature as required by the Principal or Director of Curriculum, Quality and Learning.
13. To routinely work at all college centres across London and undertake regular travel as part of the role.

## PERSON SPECIFICATION

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#### ORCHARD HILL COLLEGE

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

#### Experience

1. Experience of working effectively and supporting students into employment with barriers to learning including; NEET, SEND, including those who may communicate using challenging behaviour. (Essential)
2. Experience of establishing networks and developing, managing and delivering projects with various stakeholders including the private, voluntary and statutory sectors.
3. Experience of developing and delivering programmes of activities with young people both individually and in groups, which enables them to pursue their learning to enhance their future development into employment.

#### Abilities, Skills & Knowledge

1. Ability to communicate effectively with students with barriers to learning, including those who may communicate using challenging behaviour.
2. Ability to communicate effectively with staff, parents, carers and other external contacts, at all levels, using a variety of media.
3. Ability to approach prospective employers and other stakeholders to create and maintain all necessary links and partnerships in support of employment.
4. Ability to communicate a commitment to the view that students with barriers to learning can and do achieve.
5. Ability to organise own work and meet strict deadlines.
6. Ability to adopt a creative and flexible approach in all areas of the role.
7. Clear and concise report writing and verbal presentation skills.
8. A willingness to learn, undertake training and to take on responsibility when required.
9. Ability to promote the safeguarding and well-being of all learners
10. Ability to promote equality and diversity, recognize and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
11. A commitment to promote the Equality and Diversity Policy, Safeguarding policies, Health and Safety Policy and other College policies.
12. Ability to work as part of a team, providing support and assistance to other functions of the organisation when required.