

## **JOB DESCRIPTION**

### **JOB COACH**

#### **ORCHARD HILL COLLEGE**

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

To provide training and support to interns with barriers to learning including; SEND, NEET's, business co-workers and families on a supported internship programme.

To ensure the interns success during their work place rotations and to seek out job opportunities both within and outside the host employer, so interns can make successful transitions into paid employment.

To actively promote the development of the supported internship 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 SEND.

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

The Job Coach will report to the Head of careers and Head of College, Sutton Region.

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

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

- Students
- Carers/parents/advocates
- Staff members
- Project partners
- External employers
- Any other links which may need a relationship maintained

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

1. Actively support young people aged 17-25 who are looking for employment, providing them with job search skills, support within work place rotations using training in systematic instruction, training and support in the classroom and experience in order to facilitate their achievement of identified goals.

2. Continually assess and collaborate with each young person both formally and informally to create an adaptable, personalised vocational profile and individual learning plan
3. Provide individualised support for interns at the host business, including job coaching, identifying placements, performing job analysis and job matching activities
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 paid employment both within and outside the host employer.
6. Develop partnerships with local employers to identify employment opportunities for learners and linking with local job centres.
7. Provide training and coaching to host business and external employers actively promoting the benefits of employing people with SEND.
8. Create and maintain necessary paperwork and documentation to support and evidence the programme using IT based systems, including providing evidence and tracking for student qualifications and contributing to creating and updating student targets and updating ILP system and writing of risk assessments.
9. Coordinate with other Job Coaches and meet with the supported internship tutor daily to prioritise and distribute workload ensuring that each young person is provided with the appropriate levels of support and discuss interns progress, working in collaboration.
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.
13. To undertake regular travel as part of the role.

## **PERSON SPECIFICATION**

### **JOB COACH**

#### **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 with students with barriers to learning including; SEND, NEET's and those who may communicate using behaviours of concern.
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 and progress into paid employment

#### Abilities, Skills & Knowledge

1. Ability to communicate effectively with students with barriers to learning, including those who may communicate using behaviours of concern and with SEND needs.
2. Ability to communicate effectively with staff, parents, carers and other external contacts, at all levels, using a variety of media.
3. Previous experience of job coaching and work place learning
4. Ability to approach prospective employers and other stakeholders to create and maintain all necessary links and partnerships in support of the supported internship.
5. Ability to communicate a commitment to the view that students with SEND can and do achieve.
6. Training in Systematic Instruction (TSI) accreditation or willingness to undertake
7. Ability to organise own workload and meet strict deadlines.
8. Clear and concise report writing and verbal presentation
9. A willingness to learn, undertake training and to take on responsibility when required.
10. Ability to promote the safeguarding and well-being of all learners with SEND, including those who may communicate using challenging behaviour.

11. Ability to promote equality and diversity, recognize and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
12. A commitment to promote the Equality and Diversity Policy, Safeguarding policies, Health and Safety Policy and other College policies.
13. Ability to work as part of a team, providing support and assistance to other functions of the organisation when required.