

Capel Manor College

Job Coach

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Job Coach
Scale	Business and Learning Support
Grade	Scale 3 Point 14
Responsible to	Team Leader
Location	Enfield
Contract	Full Time, Permanent

Key Responsibilities:

The key responsibility of the Job Coach is to support young people aged 17-25 with SEND to progress into meaningful paid employment. The role involves providing personalised employability support, workplace coaching and classroom-based training. You will work closely with learners, tutors and local employers to develop vocational profiles, support internship placements and ensure successful progression into sustained employment.

Responsibilities:

1. Actively supporting young people with SEND who are looking for employment, providing them with job search skills. Support within workplace rotations, 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 students, 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.
7. Provide training and coaching to businesses and actively promote 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.
9. Demonstrate a commitment to the safeguarding of children and vulnerable adults.

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period

Experience

- Experience of working effectively with students with barriers to learning, including SEND and those who may communicate using challenging behaviour.
- Experience establishing networks and developing, managing and delivering projects with various stakeholders.
- 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.

Skills, Abilities and Knowledge

- Ability to communicate effectively with students, staff, parents, carers.
- Previous experience in Job Coaching and workplace learning
- Ability to approach prospective employers and other stakeholders to create and maintain all necessary links and partnerships.
- Ability to communicate a commitment to the view that students with SEND can and do achieve.
- Training in Systematic Instruction (TSI) accreditation
- Ability to organise own workload and meet strict deadlines
- Clear and concise report writing and verbal presentation
- A willingness to learn, undertake training and to take on responsibility when required.

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required