

## Job Description



Job Title	Employability Job Coach for Pre Supported Interns, Supported Interns and Learners with additional needs
Department	Preparation for Work and Life
Reporting to:	Learning Area Manager
Post reference:	
Main Purpose of the role	
<p>This position involves assisting young individuals with learning disabilities in the acquisition of work maturity skills necessary to obtain employment and independence.</p> <ul style="list-style-type: none"> <li>The Job Coach will provide ongoing support working in various employment sites.</li> <li>Seek placements and place learners with employers, as appropriate</li> <li>Liaise with Work Experience team to ensure all checks are made to ensure placements meet colleges expectations and Health and Safety requirements</li> <li>This support is individual based and centred around work related goals that focus on helping the learner obtain maximum level of independence in their job.</li> <li>Job Coaches will also provide the support necessary to ensure success at future employment opportunities.</li> <li>This position will be based at the SGS College sites of Stroud and include travel to sites across the appropriate counties.</li> </ul>	
Key Tasks / responsibilities:	
<ul style="list-style-type: none"> <li>Consistently model appropriate work maturity skills and hold interns to the same expectations.</li> <li>Provide support to learners without discrimination to race, religion, sex, ages or disability.</li> <li>Monitor learners work performance and provide feedback and prompts when needed.</li> <li>Provide proper documentation on all learners work performance.</li> <li>Ensure safety is being maintained in the work environment at all times.</li> <li>To maintain and model positive professional working relationships with learners, employers and other appropriate staff.</li> <li>Accept and integrate supervision including but not limited to: <ul style="list-style-type: none"> <li>Following supervisor instructions/directions regarding service provided to learners as monitored by case notes and supervisor evaluations.</li> <li>Following the program administrative staff instructions and procedures.</li> </ul> </li> <li>Develop close links with young people and identify opportunities for them to continue focusing on developing employment aspirations and individual skills needed for learners to successfully progress into work as well as achieve economic and social inclusion.</li> </ul>	

- Provide service for learners regardless of location by creating and maintaining an atmosphere that is welcoming, understanding, communicative and supportive of employers.
- To keep appropriate and accurate paper work as required by the department.
- Assist in the collection of destination data.
- To assist in any way to support the College's retention policy.

- Take an active part in the learners appraisal process with the employer
- Comply with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy.
- Comply with and actively promote the College's Equality and Diversity Policy.
- Comply with and actively promote the College's Safeguarding Policy and Practices. ☐ Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way.
- To participate in College staff development initiatives relating to equal opportunities and disability issues in line with College policies.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post.
- To contact your supervisor with as much notice as possible if ill, or in the event of an emergency.

#### Role Dimensions

- Supporting 1:1 in the workplace

#### Key Interfaces

- Learning Area Manager
- Job Coaches from the Work Placement Team
- Preparation for Work and Life team
- Employers

#### Supporting College Goals and Values – all roles

In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.

This means:

- Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
- Promoting the image of the College as one that is committed to the highest standards of delivery and service.
- Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.
- Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy.
- Promoting and implementing best practice in Health and Safety

#### Measurable Performance Standards for this role

- Proven student progress following successful planned learning programme
- Formal and informal observations of job coaches
- Accurate and informed paperwork completed following procedures (including Promonitor)
- Student evaluation forms demonstrating satisfaction with provision
- Increased provision of placements for learners
- Secure paid employment for learners

#### Level of Disclosure and Barring (DBS) disclosure required

1: Enhanced with barred list checks

#### Author and Date

Debra Burton 2023

#### Job Evaluation (for HR Completion)

Score		Profile		Level	
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As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly. Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

# Person Specification

## Supported Internship Job Coach



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
Qualifications related to working with learners with learning disabilities		✓	Application form
Experience and knowledge			
Work in FE or schools with students with learning disabilities	✓		Application form/interview
Relevant student support experience	✓		Application form/interview
Experience of using Office software packages, email and web browsers	✓		Application form/interview
Successful track record of creating resources for students with learning disabilities	✓		Application form/interview
Experiences of supporting students with learning disabilities in the classroom	✓		Application form/interview
Skills and abilities			

Ability to convey information which needs careful explanation or interpretation	✓		Application form/interview
Ability to communicate effectively with colleagues and students	✓		Application form
Be supportive and encouraging others in the department and organisation	✓		Interview
A willingness to proactively share good practice across the department and organisation	✓		Interview

Criteria	Essential	Desirable	Assessed by
Plans, prioritises own workload to achieve agreed objectives	✓		Interview
Responsible for working to given standards and monitoring own performance	✓		Interview
Provides input into longer term plans	✓		Interview
High levels of personal integrity and respect for others	✓		Interview

Ability to show initiative	✓		Interview
Values diversity with strong commitment to promoting equality and business excellence	✓		Interview
Complete CPD proactively	✓		Application form
Positive and proactive in responding to the needs of the college, students and other staff	✓		Interview
Recognises and interprets the individual needs of students and responds with the appropriate level of support and resources	✓		Application form/interview
Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Influencing skills:The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview

Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
Criteria	Essential	Desirable	Assessed by
Circumstances of role (if applicable)			
Ability to obtain a satisfactory Disclosure Certificate	✓		Application form
Clean driving licence and business car insurance	✓		Application form