



## **Job Description & Person Specification**

Employability Pathway  
Job Coach

## Job Description

Job Title:	Job Coach
Pay Grade / Scale / Range:	Scale 5 - Scp 12-17 £22,183 - £24,491 per annum (Full time/ Full year) <b>For actual salary pro rata please see advert</b>  SEN Allowance - £1,324 per annum
Benefits & Perks:	Term time TOIL, Occupational Pension Scheme; Health Benefit Scheme, Occupational Sick pay
Working hours:	<b>36 hours 40 minutes Term Time only (190 days)</b>  You must be available to work other non-contracted hours as designated by senior leaders. This will be paid or accrue TOIL.
Location:	Initially based at New Bridge College or Future Finders. You may be required to work at any site of the New Bridge Group
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	Head of New Bridge College
Staff responsible for:	None
Accountable to:	CEO
Probationary period:	26 weeks for new staff to the organisation

# Employability Pathway

## Job Coach

### **Purpose of the post**

To support young people onto supported internship/employment placements. To liaise with external parties to ensure the smooth running of placements and work to generate new opportunities with employers throughout the Greater Manchester area. To supervise and support pupils to undertake agreed learning activities linked to the employability curriculum and personal learning strategies.

### **Key Tasks- Support for Pupils**

1. Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
2. Supervise and support pupils to undertake agreed learning activities / supported internship placements linked to employability curriculum and personal learning strategies across the key stages relevant to your setting.
3. Adjusting activities according to pupil responses and needs, particularly to take account of their EHCP and how their needs may vary on different days.
4. To ensure safety, welfare and personal care are attended to with dignity, empathy and respect. The pupils may also need assistance to access different areas of the host site. Following appropriate training, administer first aid to pupils in line with New Bridge Group procedures.
5. To support the pupils with eating and drinking where necessary, following feeding and swallowing training appropriate to the pupil who is being supported.
6. Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in activities led by the job coach or teacher.
7. Promote self-esteem and independence amongst pupils.
8. To assess, supervise, assist and support pupils, typically those with EHCPs and/or Statements of Social, Emotional and Behavioural Difficulties, to access learning activities and job placements, through in-depth knowledge of the curriculum and knowledge of how pupils learn.
9. The role may include supporting and implementing pupil's personal programmes, relating to social, health, physical, hygiene and welfare matters, and appropriate communication methods

10. Make effective use of ICT in learning activities and develop pupils' competence and independence in its use.
11. Provide specific feedback in discussion with pupils on their progress and achievement, in line with New Bridge Group policy.
12. Liaise with project lead and department heads within the host site to ensure a wide variety of placements are available.
13. Perform specific job analysis, task analysis, and job matching support to students and host employers.
14. To assist with the co-ordination of the rotation of placements for students at the host site.
15. To provide individualised support to students whilst on a placement and on educational visits/transition visits/medical visits where appropriate.
16. To communicate effectively with the teacher, head of department, other job coaches, host employers, staff, co-workers, family members and external agency staff.
17. To work with students, employers, families and external agencies to problem solve any issues relating to training and employment.
18. Monitor and record daily attendance at host site and to inform departments of absences.
17. To identify and refer students for travel-training where appropriate.

### **Key Tasks- Supporting Teaching and Learning**

1. Assist in developing and maintaining a positive link between the New Bridge Group and the pupils' homes and to further establish and maintain regular contact with the families/carers of pupils being educated by the New Bridge Group. This may involve home visits and attendance at multi-agency meetings including annual reviews.
2. Support the role of parents in pupil learning and contribute to meetings with parents to provide constructive feedback on pupil progress, achievement, problems etc.
3. Deliver learning activities, which are part of Supported Internship learning strategies, relevant to your setting, to pupils within an agreed system of supervision, adjusting activities according to individual pupil learning styles and needs. This will involve individual, group and whole class work and may take place when the teacher is not present.
4. Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, both in lessons and other activities. Systematically record pupils' progress and achievements, ensuring availability of appropriate evidence.
5. Organise and manage an appropriate learning environment and resources.
6. Provide clerical support for teachers and senior job coaches, e.g. photocopying, filing, record-keeping, collecting money, checking of deliveries and placing goods in stock and maintaining records of stock; administering coursework, production of work sheets for agreed activities

7. Assist with the display of pupils' work.
8. Administer and mark straightforward routine tests, e.g. spelling or mental arithmetic, and invigilate tests as required.
9. To provide and share information for pupil progression targets and annual reviews.
10. To have involvement with setting and monitoring student targets.
11. To complete EV forms if necessary.

### **General Tasks- Supporting the organisation**

1. Promote positive values, attitudes and good pupil behaviour. Anticipate and manage promptly with challenging behaviour, conflicts and incidents whilst encouraging pupils to take responsibility for their own behaviour, in line with established New Bridge Group policies, e.g. the use of Team Teach.
2. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the line manager, to support the achievement and progress of pupils. Contribute to the development of appropriate multi-agency approaches to supporting pupils.
3. To transport pupils to enable them to access a broad and balanced curriculum. (Following specific training and appropriate checks on own vehicle and insurance where appropriate)
4. Deliver out-of-school learning activities within guidelines established by the New Bridge Group.
5. Where appropriate, contribute to the identification and implementation of appropriate out of school learning activities, which consolidate and extend the school activities.
6. Provide cover for classes during short-term absence of teachers or a senior job coach within the agreed system of supervision. Maintain good order and keep pupils on task. This could involve adjusting activities to take account of pupil needs and responding to pupil questions.

### **Other Duties**

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the New Bridge Group.
3. To implement and uphold the policies, procedures and codes of practice of the New Bridge Group, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health & safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the New Bridge Group, e.g. challenging a stranger on the premises.

5. To participate and engage with workplace learning and development opportunities, subject to the group's training plan, working to continually improve own performance and that of the team/New Bridge Group.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

**Responsible to:** Director of Employability

**Responsible for:** None

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	September 2017	SSH	HR Manager
REVIEWED			
REVIEWED			

## PERSON SPECIFICATION

PLEASE NOTE: The Selection panel will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the panel's satisfaction) will be invited to interview.

	<b>Selection Criteria Essential</b>	<b>Selection Criteria Desirable</b>	<b>How Assessed</b>
<b>Education &amp; Qualifications</b>	NVQ 3 for Teaching Assistants or equivalent qualification		AF / I
	<b>Literacy and Numeracy skills equivalent to Level 2 of the National Qualification &amp; Credit Framework</b>		AF / I
	<b>Training in relevant learning strategies e.g. literacy/ a Key Stage and/or training in a particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, CACHE etc.</b>		AF / I
	Team Teach trained		AF / I
<b>Experience</b>	<b>Extensive experience of supporting students with learning activities on a 1:1 basis or small groups</b>		AF / I
	<b>Experience and proven track record of working with external parties including families/carers to solve issues</b>		AF / I
	<b>Some experience of delivering under a scheme of supervision</b>		AF / I
	<b>Experience of producing detailed assessments and analysis of students' behaviour</b>		AF / I
	<b>Experience of successfully implementing interventions in supporting social, emotional and behavioural needs</b>		AF / I
	Experience of preparing/contributing to learning resources to support learning programmes		AF / I

	Experience of effectively using ICT and other technology and resolving straightforward problems in their operation		
<b>Skills &amp; Abilities</b>	<b>Able to use own transport to drive to various locations within the Oldham/Manchester area.</b>		AF / I
	Interpersonal skills to build effective working relationships with students and colleagues		AF / I
	Communication skills to liaise sensitively and effectively with parents and carers		AF / I
	Creative skills to contribute to and adapt learning activities relating to the National Curriculum and other learning objectives		AF/I
	To promote a positive ethos and good role model		AF / I
	Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these		AF/I
	To continually improve own practice/knowledge through self-evaluation and learning from others		
<b>Knowledge</b>	Knowledge of relevant policies/codes of practice/ and awareness of relevant legislation regarding SEND and the responsibilities of the role within these for promoting students' welfare	Knowledge of a Community language, e.g. British Sign Language, Urdu	AF / I
	Knowledge of national stage curriculum and other relevant learning programmes/strategies		AF / I
	Understanding of the principles of child development and learning processes		AF / I

	<p>Understanding of equal opportunities and inclusion and how it applies in a school setting</p> <p>Understanding of how safeguarding and confidentiality are important when working with children and young people</p>		<p>AF / I</p> <p>AF/I</p>
<b>Work circumstances</b>	<p>To work flexibly as the workload and needs of the students demand</p> <p>To travel and work at other sites within the New Bridge Group as may be required</p> <p>Occasional out of hours working to support functions</p>		<p>I</p> <p>I</p> <p>I</p>

*Abbreviations:* AF = Application Form; I = Interview.

**Any candidate with a disability who meets the essential criteria will be invited to interview**