**JOB DESCRIPTION**

**Job Title: Job Coach**

**Responsible To: Head of Education & Opportunities Manager**

**Registered Manager**

**Hours: 12 – 18 hours per week, 52 weeks per year**

**Salary: No less than £9.50 per hour**

We support a wide variety of people, some are in formal Education who we support on a day or residential basis and some are on the Opportunities programme who we support on a day or residential basis; all these people are referred to as learners throughout this document.

The role will include developing, building, supporting and maintaining relationships with local and regional employers to develop sustainable work experience placements.

**EQUAL OPPORTUNITIES STATEMENT**

Condover College is committed to becoming an equal opportunities employer. It is committed to promoting equal opportunities and preventing discrimination. This policy applies both to service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to Condover College’s Equal Opportunities Policy.

**KEY RESPONSIBILITIES**

1. To work with voluntary organisations, local / regional employers and other agencies to provide work opportunities.
2. To carefully and sensitively match learners with placements – and support employers and the workforce by providing information about access and reasonable adjustments.
3. To prepare and coach learners before taking up a work opportunity, transitioning into a placement and throughout the placement.
4. To help the learners to succeed at the work opportunity using individual learning and support strategies in consultation with key staff and therapists where necessary.
5. To work hands-on supporting the learners at their work placement
6. To provide advice and support to work opportunity providers to ensure that they understand and use the best approaches with each individual learner.
7. To coach, mentor and coordinate staff who are allocated to support the learner during the work experience.
8. To support employers and their staff in maximising the potential of any given individual accordingly.
9. To work alongside key CCL staff to set, record, monitor and review student progress and achievement in relation to their work placement.
10. To complete risk assessment in line with policy and procedure
11. To manage relationships by liaising with all those involved in the work placement: the learner, College staff, the employer, parents etc.
12. To maintain up to date, clear accurate records of activities with individuals and groups of learners.
13. To play an active role in reviews, Education Planning, Education, Health and Care Planning, Care Reviews etc.
14. To complete any recording and documentation related to qualifications/ accreditation linked to the work placement.
15. To undertake training, development and/or qualifications or accreditation where appropriate in relation to the role of job coach.
16. To promote inclusion and participation, encouraging learner independence.
17. To carry out any other duties compatible with the post

**Policies and Procedures**

The duties and responsibilities of the post will be undertaken in accordance with the policies and procedures and practices of Condover College.

Name (Print):

Signed:

Dated:

**PERSON SPECIFICATION**

**Position: Job Coach**

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| **Factors** | **Essential** | **Desirable** |
| **Skills and abilities** | To engage and work constructively with adults with disabilities.  Effective verbal and written communication skills.  Organisational skills.  To demonstrate the ability to work as part of a team and to work on own initiative.  Understand and maintain confidentiality.  A strong commitment to giving young people with learning difficulties and disabilities the opportunity to work | Experience of, and empathy with, the challenges facing employers in commercial and voluntary settings |
| **Knowledge relevant to the post** | To understand the needs of adults with a disabilities. | A working knowledge of relevant legislation and guidance.  A thorough knowledge of equality and diversity, including access and reasonable adjustment  Knowledge of the Protection of Vulnerable Adults procedure. |
| **Experience** | Working with adults with disabilities. | Experience of completing risk assessments.  Collaborative working with colleagues and other agencies. |
| **Qualifications** | Good standard of general education or qualification by experience  Have, or be willing to work towards an appropriate qualification | First Aid certificate.  Manual handling training. |
| **Any other requirements** | This role involves regular travel and the post holder should have a full driving licence and access to a car.  A commitment to complete ongoing training and Continuing Personal Development. |  |