

JOB DESCRIPTION

Job Title:	Job Coach (Full-time, Part-time)
Responsible to:	Director of Education
Hours:	Negotiable
Salary:	Negotiable
Annual Leave:	Full time: 20 days holiday plus 8 statutory days (Pro rata for Part time)

We support a wide variety of people; some are in formal Education (Students / interns) that we support on a daily or residential basis and some are on the Opportunities programme that we support on a day or residential basis; all these people are referred to as throughout this document.

The role will include support the learners to learn and develop work skills in a real work environment. Encouraging and promoting Independence to enable them to secure paid work or regular volunteering.

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 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 in 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 Where necessary, to complete the induction programme of the employer(s)

- 5 To support the learners to enable them to succeed at the work opportunity using individual learning and support strategies in consultation with key staff and therapists where necessary.
- 6 To ensure that safeguarding learners is paramount and promote a positive safeguarding culture at all times.
- 7 To work hands-on supporting the learners at their work placement
- 8 To provide advice and support to work opportunity providers to ensure that they understand and use the best approaches with each individual learner.
- 9 To coach, mentor and coordinate staff who are allocated to support the learner during the work experience.
- 10 Support employers and their staff in maximising the potential of any given individual accordingly.
- 11 To work alongside key CCL staff to set, record, monitor and review students' progress and achievement in relation to their work placement.
- 12 To complete and review risk assessment in line with policy and procedure.
- 13 To support the relationships by liaising with all those involved in the work placement: the learner, the College staff, the employer, parents etc.
- 14 To maintain up to date, clear accurate records of activities with individuals and groups of learners.
- 15 To play an active role in reviews, Education Planning, Education, Health and Care Planning, care reviews etc.
- 16 To complete any recording and documentation related to qualifications/ accreditation linked to the work placement.
- 17 To undertake training, development and/or qualifications or accreditation where appropriate in relation to the role of job coach.
- 18 To promote inclusion and participation, encouraging learner independence.
- 19 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 Condoover College.

Name (Print): _____

Signed: _____

Dated: _____

PERSON SPECIFICATION

Position: Job Coach

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