JOB DESCRIPTION

Post: Job Coach – Supported Internship

Responsible To: Supported Internship Lead

Summary of Post:

To provide work-based support for interns with learning difficulties and disabilities. To support Interns with a learning difficulty/ disability to learn the skills required for work in order to progress to sustained employment.

To assist with recruitment, interviewing and assessment processes and empowering the interns to work independently and integrate with colleagues in the workplace.

To work as part of the Supported Employment team to support the development of the national initiative and drive to enable people with additional needs to realise the aspiration to be employed.

Specific Duties:

1. To support the employability of people with learning difficulties/ disabilities
2. To positively encourage local employers to secure jobs
3. To meet with the Employment Support Officer and Intern to discuss the Interns skills and interests, to match these to a job or self-employment, or 'carve' a customised role from tasks within existing posts or unmet employer needs
4. To negotiate and support the employer to make reasonable adjustments within the workplace
5. To support the intern when they start work, using assistive devices and systematic instruction to teach tasks where needed
6. To build natural supports in the workplace
7. To reduce support input over time and re-engage with the Interns if necessary

8. To support individuals to remain in work if their or their employer's needs change

9. To empower interns to work independently and to integrate with other colleagues in the work place

10. To provide travel training and route planning for interns to enable independent travel to the work place

11. To complete regular written reports on Intern progress and maintain other appropriate intern records as required

12. To network and attend reviews with interns, Carers, parents, and staff from other agencies

13. To assist in the completion of health & safety checks and risk assessments within the workplace related to the Intern following college policies and procedures.

14. To guide and facilitate in order to optimise positive behaviour within the work place.

15. To assist Interns with personal presentation and care if required.

16. To assist in the evacuation of the intern at times of emergency.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.

7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:
This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
	Skills			
1.	Excellent communication skills (verbal and written), which will engage and motivate young adults.	✓	✓	6
2.	A knowledge and understanding of autism, social emotional mental health ADHD and global learning delay s and the impact on learning	✓	✓	4
3.	A good understanding of Safeguarding and the wellbeing of young people	✓	✓	6
4.	Ability to work as part of a team and on own initiative	✓	✓	6
6.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
	Experience			
1.	Minimum of one years' experience of job coaching, supporting young people with learning difficulties / disabilities	✓		6
2.	Experience of working with employers	✓		2
3.	Experience of undertaking risk assessments related to the work place and young people with a learning difficulty/disability	✓		2
4.	Experience of implementing strategies for Managing behaviour	✓	✓	2
5.	Experience of implementing strategies to enable young people to become independent learners	✓	✓	4
	Education			
1.	Maths Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
3.	Certificate to evidence 'Training in Systematic Instruction'	✓		2
4.	Level 2 qualification in learning support or care	✓		2
5.	Level 3 qualification in Job Coaching	✓		2

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.

4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.

2 Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.