

## Job Description

<b>Job Title:</b>	Job Coach
<b>Group:</b>	UK
<b>Dept/Project/Service:</b>	Inspiring Careers
<b>Reports to:</b>	Operations Manager
<b>Responsible for:</b>	N/a
<b>Usual office base:</b>	Peripatetic / School Based
<b>Grade:</b>	Careers Grade 4

### Job Purpose:

The Job Coach will work with students to identify their strengths, interests and abilities related to skill acquisition, job development and employment; and will use job coaching techniques to support their development towards employability.

The role holder will seek appropriate employment consistent with the student's interests and skills and will work with local business and industries to meet their employment needs.

The Job Coach will also determine and refer young people on the programme to appropriate support services as needed.

### Job Objectives:

1. Deliver information and advice to SEND young people on Internships placed within Hillingdon.
2. Provide ongoing support and mentoring to participants when required, including in-work support and to act as an advocate as appropriate.

3. Ensure all paperwork is complete and compliant in line with contract and quality standards and that all records are accurate and handled in accordance with appropriate confidentiality and data protection legislation and guidance.
4. Continuously track the young person's journey in order to achieve all relevant contractual outcomes using all available interventions including social media, email, SMS. Ensure all interventions are recorded on management information system.
5. Take a proactive and highly visible approach to developing working relationships with other professionals both internal and external, including provision of feedback, agreeing priorities and reviewing arrangements.
6. Follow and operate within corporate guidance with regards to social media policy
7. Identify and develop new business opportunities and partnership networks.
8. Be responsible for adhering to both local and the Corporate Safeguarding policy and procedures aimed at promoting and safeguarding the welfare of children and at-risk adults and attend mandatory child protection and/or adult protection safeguarding and prevent training.

## Scope:

Job Coaches will be required to work in a range of locations including community venues and employers' premises and there will be travel involved in the job, therefore, the role holder must hold a full driving license, have access to a vehicle and be prepared to travel within the region. It may be necessary to work outside normal office hours.

**This job description needs to be considered in the context of a developing and evolving area of service delivery and therefore the duties described above will need to be adapted to meet the needs of the project.**

## **Person Specification:**

### **Knowledge**

#### Essential:

- » Knowledge of local labour market and issues relating to learning and employment
- » An understanding of and a commitment to quality of opportunity for all
- » Good knowledge of employment, training and personal development opportunities that are available

#### Desirable:

- » Job Coaching qualification and experience as a Job Coach
- » Knowledge of digital & social media in a working environment
- » Knowledge of evaluation methods and how to measure impact of activities
- » Experience of working with young people or adult with SEND needs
- » Experience of Working in a school environment

### **Experience**

#### Essential:

- » Recent experience of working with young people in a related field
- » Developing effective job coaching and employment plans
- » Communicating with clients to understand their goals and ambitions
- » Assisting clients to discover and overcome their personal barriers and set goals
- » Experience in the development of motivation and skills of SEND Young People
- » Keep records and documentation and prepare appropriate reports
- » Using appropriate tools to monitor and evaluate progress of clients

### **Skills**

#### Essential:

- » Effective communication skills including written and verbal and be able to relate to a wide range of people and organisations
- » Work collaboratively as part of a team
- » Excellent organisational skills to include time management of own work
- » Ability to meet deadlines and achieve targets and implement contingency plans where necessary
- » Excellent IT skills including all Microsoft Office software
- » Apply a flexible approach to work activities including travel as required to meet business objectives
- » Display an open mind and positive attitude to work and colleagues

**Competency Band:** 4

**Key competencies for the role:**

Our Values	Key Competency 1	Key Competency 2
<b>Excellence</b> – creating and leading success	Delivering excellent service	Responding to change
<b>Integrity</b> – supporting and building trust	Following through responsibilities	Building respect
<b>Accountability</b> – delivering and improving	Delivering commercial outcomes	Continually improving
<b>Collaboration</b> – engaging and partnering	Engaging others to achieve goals	Sharing knowledge with others

**Job Family:** Job Coach

**Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK’s Disclosure and Barring Service (DBS). This will be at minimum a basic DBS check.**

**Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants’ previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.**