

DFN Project Search Job Coach

Grade 5, SCP 9 - Subject to a final salary evaluation.

Responsible to: Project Search Coordinator

Employee Supervision: None

Job Description

1. Purpose of the Role

To provide tailored job coaching, supporting interns with special educational needs and/or disabilities to develop the work skills necessary to obtain employment and become independent. We are partnered with DFN Project SEARCH, Scunthorpe Hospital and North Lincolnshire Council. The successful candidate will be based at Scunthorpe Hospital working directly with our interns to facilitate the transition from education to employment by delivering personalised coaching, developing work-related skills, and securing appropriate job placements, community organisations and opportunities for paid work.

2. Role Accountabilities and Expected Outcomes

To facilitate the training and integration of Project SEARCH students into a department rotation and/or competitive work environment

- Provide individual training and support to the intern at the host business worksite or competitive job which includes: job coaching, building natural supports, identifying Reasonable Adjustments, assistive technology, etc.
- Communicate effectively with any other staff, co-workers, family members, college other stakeholders as necessary.
- Perform specific department analysis, job analysis, task analysis, and job matching activities.
- Carry out steps of employment plan with intern and other parties as appropriate and attend individual employment planning meetings to know intern's strengths, interests and challenges
- Work with interns, employers, families, job development specialists, steering group partners and other appropriate parties to problem solve issues related to training and employment where necessary.
- Practice positive feedback techniques with interns, colleagues, and other staff.
- Train interns to the required standard in the areas of personal hygiene, communication, interviewing, and self-management as they transition to successful employment.
- Provide travel training to job sites if necessary.
- Communicate with other partners to make final decisions regarding any issues that may affect intern's success at a worksite or competitive job site. (These decisions may be related to continued job coaching, fading, self-management, job tasks, etc).
- Explore jobs that match intern's interests and skills and communicate with all team members about job options.
- Attend training programmes provided
- Participate in decision-making process to identify and implement training strategies and/or services with other partners and host business staff.
- Provide detailed feedback for reports to the Project Search tutor when required.

Responsible for performing those duties and activities that ensure interns learn skills required for full time employment prospects.

- Adhere to and promote the standards of the host business in order to promote job productivity and efficiency.
- Submit and complete appropriate job coaching paperwork.
- Recognise and act on the legal responsibilities concerning the safety and welfare of the interns.
- Demonstrate daily work assignment responsibilities: is accountable for all hours assigned, is punctual and regular in attendance, and attends appropriate training activities.

Responsible for personal characteristics necessary to collaborate with other partner team members and accomplish job responsibilities.

- Participate in professional growth activities such as workshops, conferences, and use information gained to improve performance.
- Act as an effective role model.
- Show enthusiasm and a sense of humour.
- Exhibit an overall positive attitude.
- Use sound judgment and decision-making skills.
- Work as a productive team member with families, college, council and the host business.
- Respect individual and cultural differences.
- Protect the privacy of individuals and the confidentiality of information unless disclosure serves a professional purpose or is required by law.
- Avoid action that could result in conflicts of interest.
- The Job Coach will be expected to perform other duties as deemed necessary and appropriate by the Project SEARCH steering group.

Other responsibilities

- Adhere to college/ Project Search specific policies and agreements.
- Contribute to the development and implementation of the overall ethos/work/aims of the college and/or supported internship strategy.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training opportunities and professional development as required.
- Undertake similar duties commensurate with the level of the post as required by the Principal.

General

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

PERSON SPECIFICATION

Experience/ Knowledge	
Experience of working with and supporting learners with disabilities	Essential
Experience of working with an IAG role, ideally in employability	Essential
Experience of networking with individuals at all levels to create effective working relationship	Essential
Experience of developing and maintaining external partnerships	Essential
Experience of working in an educational establishment	Desirable
Knowledge of the post 16 sector	Desirable
Educational/ vocational qualifications	
Level 2 literacy and numeracy (or equivalent)	Essential
Appropriate academic or vocational qualification equivalent to a level 3 with willingness to work towards a level 4 qualifications	Essential
Qualification or training relating employability training/ job coaching	Essential
Skills	
The ability to develop positive working relationships with individuals at all levels (internal and external) to promote the programme	Essential
Excellent coaching skills	Essential
Good organisational and time management skills	Essential
A systematic approach to work with good problem-solving skills	Essential
The ability to work effectively in teams and a commitment to understanding the roles and responsibilities of other staff	Essential
The ability to clearly demonstrate understanding of safeguarding responsibilities and a commitment to promoting the welfare of young people	Essential
The ability to accurately develop learners' literacy and numeracy skills across the whole programme experience	Desirable
Full valid driving licence with access to own vehicle insured for business use	Desirable
Approach	
An attitude that embeds Trent View College Values: Pride, Aspire, Resilience and Nurture	Essential
A strong commitment to learner success, progress, independence and achievement	Essential
A commitment to excellence and continuous improvement	Essential
The determination to promote equality and diversity throughout all aspects of the programme	Essential
Be an outstanding role model for employability skills	Essential