

Job Title	SEND Job Coach
Pay Grade/scale	OUTL5 (12-15)
Hours	Mon – Fri, 36 hours per week
Weeks	Term Time plus 3 weeks
Location	King George Hospital
Responsible to	Post-16 Lead

Job Purpose:

- To identify a student’s strengths, interests, and abilities related to skill acquisition, job development and employment.
- To use Job Coaching techniques to support young people’s development towards employability, including Systematic Instruction
- To seek appropriate employment consistent with the student’s interests and skills and to work with local business and industry to meet their employment needs.
- To determine and refer young people on the programme to appropriate support services for training and successful employment.

Performance Responsibilities:

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

- Provide individual training and support to the intern at the host business worksite (Barking Havering & Redbridge University Trust Hospital (King George’s Hospital Goodmayes) or competitive job which includes: Skills Training, building natural supports, identifying Reasonable Adjustments, assistive technology, etc.
- Support interns to apply for Access for Work, liaise with the Department for Work and Pensions and Astrum’s Finance Officer, maintain thorough records for internal and external audit
- Communicate effectively with any other staff, sub-contractors, co-workers, family members, college and supported employment agency personnel as relates to the intern being trained.
- 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 specialist, 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.
- Raise Host Business’ and potential employers’ understanding of Reasonable Adjustments and implementation
- Train interns to the required standard in the areas of personal hygiene, communication, interviewing, and self management as they relate to successful employment at the host business.
- Track the progress of interns in relation to their employability skills and identify areas for improvement using both written and statistical reports.
- Provide travel training to job site 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 Skills Training, self-management, job tasks, etc.
- Explore jobs that match intern’s interests and skills and communicate with all team members about job options.

- Provide follow on support for graduates to support with transition to the workplace including CV writing, applying for jobs, interview preparation. Collect, maintain and report graduate success data
- 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.
- Coordinates Skills Training and other job details with all team members and provide reports for other team members when required.

Professional Responsibilities:

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 and/or competitive work site in order to promote job productivity and efficiency.
- Submit and complete appropriate Job Coach paperwork.
- Recognise and act on the legal responsibilities concerning the safety and welfare of the interns and promote Equality, Diversity & Inclusion practices
- Act as the Deputy Designated Safeguarding Lead if the Project Manager is unavailable.
- Demonstrate daily work assignment responsibilities: is accountable for all hours assigned, is punctual and regular in attendance, and attends appropriate training activities.

Professional Development

- To take part in staff meetings and training opportunities
- To attend relevant training courses and share good practice and knowledge gained with members of the staff team as appropriate
- To participate in the Statutory Performance Management/Appraisal arrangement.
- The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by the CEO/their Line Manager commensurate with the skills, abilities and grade of the post.

Personal Characteristics Key Results Area:

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, in-services, etc. and uses 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 agency supported employment agency personnel.
- 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 Skills Trainer will be expected to perform other duties as deemed necessary and appropriate by the Project SEARCH steering group.

Responsibilities

- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for ensuring that personal and sensitive data processed within the school/trust is treated with confidentiality and kept secure and in line with Data Protection guidance including the new General Data Protection Regulations.
- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Contribute to the overall ethos/work/aims of the school and trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head of School /Line Manager commensurate with the skills, abilities and grade of the post

Other Requirements

- Promote the vision, aims and values of the school and in so doing support its leadership
- Be aware and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate person
- You must have an up-to-date Enhanced DBS Disclosure which the school will apply for, on your behalf, if you are appointed to the role
- Present a professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times
- The school is committed to Safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Person Specification

	Essential	Desirable
Experience		
Experience of coaching, training or mentoring to help others to achieve personal goals	x	
Experience of building successful relationships with third parties	x	
Experience of using a network of stakeholders to create opportunities	x	
Experience of success (in any area) despite encountering objection and/or resistance	x	
Experience of working within supported employment		x
Experience of working in a variety of industrial/commercial environments		x
Skills		
Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths	x	
Willingness to take a job coaching training course (delivered by BASE)	x	
Exceptional networking skills	x	
Excellent persuasion and negotiation skills	x	
Excellent communication skills - both written and oral	x	
Excellent organisational and self-motivational skills	x	
Ability to problem solve and respond appropriately to a variety of situations	x	
Ability to form positive relationships with a wide range of people	x	
Ability to develop coaching / training plans and implement them	x	
Ability to learn a variety of different jobs and tasks	x	
Training in Systematic Instruction		x
Knowledge		
An awareness of different types of reasonable adjustments to support disabled people in the work place		x
Attitude		
A positive attitude towards disability and an interest in changing peoples’ personal circumstances for the better	x	
Positive and passionate about working alongside people with a learning disability and the barriers they face to employment	x	
Positive and passionate about the aims and objectives of Project Search	x	
Willingness to undertake all relevant training	x	
Flexible approach to working practice to fit with employer led demands	x	
An absolute commitment to all aspects of safeguarding.	x	
A commitment to achieving the best possible opportunities for children and young people with SEN	x	
An absolute commitment to promoting Equality, Diversity and Inclusion	x	
Responding to pupils in line with the Trust’s Positive behaviour support (PBS) ethos	x	