

Person Specification – Job Coach

Purpose of the role

To support our neurodiverse students overcome barriers to work including, Autism, ADHD, mental health, learning difficulties and disabilities to access work placements and progress into paid employment.

To actively promote the development of Workways and supported internships through the creation of external partnerships and the development of internal systems and protocols. The Job Coach will actively embrace Workways' core principles to ensure an inclusive and positive environment for our Neurodiverse student population.

Reporting relationships:

The Job Coach will report to the Assistant Head Teacher.

Functional Links:

The Job Coach will be expected to work in collaboration with colleagues across Workways and CWAT and will need to maintain strong communication with a variety of individuals.

These will include:

- Students and their carers/parents/advocates
- Staff members
- Workways partners
- External employers
- Any other links which need a relationship maintained

Duties and Responsibilities:

1. Actively support young people who are looking for employment, providing them with job search skills, support within work placements, training and support in the classroom and experience in order to facilitate their achievement of identified goals.
2. Continually assess each young person both formally and informally to create an adaptable, personalised employability plan.
3. Provide continual support and guidance, ensuring the progression of students after entering paid employment.
4. Demonstrate innovative approaches to employer engagement through marketing and promotion in order to identify and secure potential opportunities for supported internships, paid employment and work experience placements.

5. Provide teaching of Math's, English (students will be working towards level 2 qualification) and Work skills to young people under your case load. This may initially also include some small group teaching prior to students achieving internship placements.
6. Gather and relay information between staff, employment partners and providers of work placements.
7. Create and maintain necessary paperwork and documentation to support and evidence the Supported Internships using IT based systems.
8. Coordinate with other Job Coaches to prioritise and distribute workload ensuring that each young person is provided with the appropriate levels of support.
9. Demonstrate a commitment to the safeguarding of children and vulnerable adults.
10. Comply with Chiltern Way Academy policies eg. Safeguarding, Equality & Diversity and Health & Safety.
11. Undertake other such duties of a similar nature as required by the Head of Campus.
12. To routinely work at all Workways centres, student placements, employers across Buckinghamshire and undertake regular travel as part of the role.

The person specification shows the abilities and skills you will need to carry out the duties in the job description.

Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Experience

1. Experience of working effectively with students with barriers to learning including; NEET's, young offenders, learning difficulties and disabilities, including those who may communicate using challenging behaviour. (Essential)
2. Experience of establishing networks and developing, managing and delivering projects with various stakeholders including the private, voluntary and statutory sectors.

3. Experience of developing and delivering programmes of activities with young people both individually and in groups which enables them to pursue their learning to enhance their future development.

Abilities, Skills & Knowledge

1. Ability to communicate effectively with students with barriers to learning, including those who may communicate using challenging behaviour.
2. Ability to communicate effectively with staff, parents, carers and other external contacts, at all levels, using a variety of media.
3. Ability to approach prospective employers and other stakeholders to create and maintain all necessary links and partnerships in support of Workways and CWAT.
4. Ability to communicate a commitment to the view that students with Special Educational Needs can and do achieve.
5. Ability to organise own work and meet strict deadlines.
6. Ability to adopt a creative and flexible approach in all areas of the role.
7. Clear and concise report writing and verbal presentation. A willingness to learn, undertake training and to take on responsibility when required.
8. Ability to promote the safeguarding and wellbeing of all learners with neurodiverse learning needs, including those who may communicate using challenging behaviour.
9. Ability to promote equality, diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
10. A commitment to promote the Equality and Diversity Policy, Safeguarding policies, Health and Safety Policy and other Chiltern Way Academy policies.
11. Ability to work as part of a team, providing support and assistance to other functions of the organisation when required.