

Job Description

Job Title:	Job Coach (Get them a job)
Salary/Grade:	Bucks pay Scale 3-4 (£24,310 - £28,645 Pro Rata)
Hours:	Full Time 37 hours per week, term time plus 2 weeks (41 weeks p.a)
Job Purpose:	To work within the Workways to provide to provide support, guidance, teaching and training to students with the aim of supporting them into sustainable employment
Liaising with:	Campus leadership team, subject teachers, SENCO and relevant staff supporting the students, external agencies and parents/carers
Qualifications:	Essential NVQ level 3 Award or equivalent in Education and Training, GCSE maths & English (A-C) Desirable HLTA qualification, NVQ Level 4, A minimum of 2 years' experience working with young people in a role supporting learning or employment

Main objectives

1. To build relationships with students and through support, training and advice help them address any barriers to employment.
2. Manage a caseload of up to 10 neurodiverse students affected by a range of learning and mental health issues to secure and sustain paid employment via our supported internship programme.
3. To provide individualised support with a focus on workplace interventions for students as they transition into work via the supported internship programme.
4. To have a creative approach to engaging with students founded in knowledge and understanding of their educational and neurodiverse needs.
5. To have an understanding of evidenced based IPS employment practice, with a focus on delivering a person-centred, high quality service which results in meeting and exceeding sustained job outcome targets for people accessing the service.
6. To provide advice and support to employers, as agreed with the individual, which may include negotiating adjustments and on-going contact with supervisors to ensure job retention.
7. To provide support and teaching, addressing the students' needs based upon their individual action plans.

8. To assess individual support needs related to work which might typically include help with in-work benefits, travel to work, managing health at work etc. and to continue providing this both on the supported internship and once in employment to ensure they retain work.
9. To maintain regular contact with students on your caseload to provide teaching of core subjects (Maths, English and Work skills) as laid out in the action plan alongside advice and guidance where needed.
10. To work collaboratively with Senior Leadership and other job coaches, careers advisor, families and other teams within Workways and CWAT.
11. To maintain a professional relationship with the students with other staff, with particular attention to confidentiality, trust policies and maintenance of professional boundaries.
12. To work independently, reliably and deliver high quality supported internships and job coaching following IPS based practice with a focus and commitment to ongoing professional development.
13. Create a job coaching plan and complete steps of coaching plan with student and other parties as appropriate.
14. Provide travel training to job site as required.
15. Apply for Access to work allowance on behalf of students.
16. To work flexibly as required by the individual and employer which may require some working out of normal office hours.
17. Deliver actions to promote job retention, such as meeting with the employer to negotiate reasonable adjustments in order for a supported internships and employment to be achieved. Including mediating in cases where there is potential or actual conflict between the employer and employee (i.e. the student).
18. To interview Students to gain information and ascertain their aspirations and feedback, share this information with the Careers Lead.
19. To motivate, encourage and support students in their supported internship/ employments and tailor a package of support to meet their individual needs.
20. To deliver Math's, English, employability and soft skills including travel training, understanding the workplace, communicating effectively in the workplace, CV writing, interview techniques, digital skills and job search.
21. To maintain Student records in line with the Academy standards.
22. To act as an appropriate role model and deliver a range of actions to motivate and empower participants and to facilitate their growth in confidence, raise aspirations and to assist in the realisation and achievement of their potential.
23. To accurately maintain relevant IT and administrative systems and produce accurate and timely management information.

Other duties and responsibilities

To undertake any further training as identified in Chiltern Way Academy Trust review meetings.

Ensure that safe working practices are followed in respect of COSHH and other Risk assessment control measures.

Employees must comply with the provision of the ‘Health and Safety at work Act 1974’ and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions.

To work within and encourage the Academy’s Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

To promote the safeguarding of children.

To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.

Contribute to the overall aims and targets of the Academy, appreciate and support the roles of other members of staff team.

Attend INSET, appropriate training and relevant meetings as required and participate in the Academy’s performance management process.

Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder’s professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus, without changing their general character or the level of responsibility entailed.

Signature Line Manager:

Date:.....

Signature Job Holder:.....

Date:.....