

Job Description - Job Coach - SEND

Job Title	Job Coach- SEND
Department	SEND & ALS
Reports to	Curriculum Manager - Supported Internships
Location	One of the College centres, as appropriate to areas of responsibility of the post

Our Vision & Values

“To develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers. “

College Values

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- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
 - S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
 - P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
 - I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
 - R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
 - E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

Equality of Opportunity

Newham College is committed to safeguarding and promoting the welfare of our learners and young people. We expect all staff to share this commitment. As this role involves regulated activity, the successful applicant will be required to undertake an enhanced DBS check and additional pre-employment checks.

Safeguarding of Children and Vulnerable Adults

The College has a strong commitment to working toward the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination implementation of this aim and related policies and programmes.

We encourage and welcome applications from all individuals, regardless of age, disability, sex, sexual orientation, gender reassignment or identity, race, religion or belief and marriage and civil partnership.

Job Purpose

To support learners/interns with special educational needs and disabilities at work to facilitate their learning, success, and progress in work-based learning settings and to progress from college into employment.

To work with learners/interns, tutors, managers, employers, families, and external agencies to provide high quality experiences, support and coaching for learners with learning difficulties and disabilities at work.

To positively and professionally engage with employers to develop and maintain appropriate placements and work opportunities for young people with support needs and take responsibility for ensuring that appropriate health and safety and safeguarding and recording and monitoring of progress are in place

Key Duties and Responsibilities

1. To support and coach people with learning difficulties and disabilities into and at work using systematic instruction techniques to teach roles and tasks.
2. Work with employers to understand roles that learners or interns will fill so that tasks can be broken down and introduced in appropriate ways. This could include creating supporting materials such as job description, task lists, maps and plans etc).
3. Understand the concept of job brokering and be able to negotiate job descriptions that meet employer needs and match to the skills and abilities of learners.
4. Demonstrate innovative approaches to employer engagement through marketing and promotion to identify and secure potential opportunities for both paid employment and work experience placements.
5. Carry out health and safety checks of placements and supported internship partners premises in collaboration with health and safety colleagues and create risk assessments as required.
6. Support employers or providers to make reasonable adjustments and reduce barriers to employment for young people with SEND.
7. Support employees at host businesses to become confident in working with and supporting interns and learners to carry out their duties.
8. To promote and model professionalism and excellent working behaviours and interpersonal skills with students/trainees at and into work.
9. Continually assess each young person both formally and informally to create an adaptable, personalised employability plan and contribute to individual learning plans

10. Keep accurate records of job coaching support provided and liaise closely with the Supported Internship Curriculum Manager and Head of School to agree appropriate levels of support for learners
11. Work closely with course tutors where appropriate to provide feedback, take part in learner reviews, contribute to support planning processes and update learner monitoring paperwork including Support Plans and Annual Reviews.
12. Undertake and contribute to the development of learning resources and independent learning strategies.
13. Undertake entry phase activities such as the interviewing, selection, enrolment, and induction of learners.
14. To travel with and travel train or route train students/interns as needed.
15. Support with work readiness skills such as time keeping, presentation and attitudes.
16. Support learners to apply for paid and unpaid roles, practice and prepare for interviews and travel to and from employer premises for interview and assessment.
17. Undertake stretch and challenge opportunities and identify increased responsibilities within job rotations in relation to abilities and skills of young people.
18. Support learners within English, maths, employability, and tutorial sessions, liaising with the course teacher to relate the sessions towards the learners' individual placements.
19. Support in coordinating activities with other external agencies such as the Youth Participation Service and or any other relevant external providers.
20. Manage enterprise projects as appropriate with colleagues and learners.
21. Gather and relay information between staff, project partners and providers of work placements.
22. Develop an awareness raising programme around employing people with disabilities to be delivered to employers, partners and to colleagues at Newham college where appropriate
23. To assist learners with personal hygiene and health needs including the administration of medication as directed.

24. To ensure the safety and always safeguarding of learners/interns and report using the agreed college procedures.

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The salary structure includes progression within the published grades, subject to service, funding, and performance.

The work may be carried out in the post described in any of the College's centres.

Person Specification: Lecturer -SEND Bands 1-3

Qualifications	Essential	Desirable
To hold a level 4 teaching qualification or above (CET)		✓
1st Degree or equivalent		✓
Minimum of Level 2 literacy and numeracy (GCSE Grade C/4)	✓	
Training in Systematic Instruction		✓

Experience	Essential	Desirable
Experience of supporting young people with SEND to develop work skills	✓	
Experience of supporting young people with SEND in the workplace, on work experience or on Supported Internship programmes	✓	
Experience of working with a range of partners to run successful learning programmes	✓	
Experience of running social enterprise projects with people with SEND		✓
Experience of keeping records related to learner progress	✓	
Experience of liaising with young people and families to arrange placements and to give feedback	✓	
An understanding of health and safety requirements of a working environment.	✓	

Knowledge and Skills	Essential	Desirable
A commitment to widening participation in paid work or volunteering for people with SEND and the ability to support employers to understand how to increase employment opportunities for this group of people	✓	
Strong communication skills and the ability to make complex arrangements with parents and carers, young people, employers, teachers, and other partners	✓	
Skills to write, evaluate and moderate employment support plans and profiles in response to student needs/progress	✓	

The ability to build and sustain effective relationships with learners and where relevant their parents or guardians	✓	
Good standard of written/verbal communication skills	✓	
Good interpersonal skills and the ability to communicate effectively with colleagues, students, parents/carers, and external agencies	✓	
Very effective record keeping, IT and organisational skills	✓	
Self-starter, well-motivated and enthusiastic with a successful track record in continuous personal development in issues related to SEND and general pedagogy	✓	
To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics	✓	

Other qualities	Essential	Desirable
A satisfactory DBS disclosure at Enhanced level.	✓	
Demonstrable commitment to the College's vision and values.	✓	

Candidates who do not hold a full teaching qualification will, as a condition of employment, be required to obtain a qualification, at least at Level 5, within 2 years of commencing employment. They will remain on band 1 of the academic pay scale until they have completed the qualification and show evidence.

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager. This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at different sites within Newham College. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.