

Person Specification for Employability Coach

	Essential	Desirable	Assessed via
Qualifications			
Qualifications			
A relevant education, or training qualification at level 3 (e.g. Supporting Teaching & Learning in Schools, IQA, Trainer Assessor)	√		Application form
Level 2/GCSE grade C or above in English and maths and ICT	✓		Application form Certificates checked at Interview
Has attended Training in Systematic Instruction (TSI)		√	Application form Certificates checked at Interview
Experience			
Experience working in a specialist College or special school	√		Application form
Experience working with adults or young people with disabilities/SLD/ASD	√		Application form &Interview
Experience working in Retail, Horticulture, Facilities or food environments		√	Application form &Interview
Experience of supporting adults or young people in a work based environment		√	Application form &Interview
Experience of delivering travel training		✓	Application form &Interview
Knowledge and Skills			america
Understands the people of students with learning difficulties	√	T	Interview
Understands the needs of students with learning difficulties Understands the needs of autistic students	V ✓		Interview
Able to use teaching methods; TEACCH	•	/	task
Able to use communication approaches; PECs, Makaton, AAC	✓	1	task
Able to, speak and write in grammatically correct English	√	1	Interview & task
Able to use ICT effectively and develop practise where needed so that you can use In print, PowerPoint, word and emails	✓		Task
Ability to speak more than one language		√	Interview
Able to drive a minibus		√	Interview
Understands safeguarding procedures relating to the role	√		Interview
Aware of the requirements of accreditation at entry level	√		Task
Personal Qualities			
The candidate is willing to put our students needs at the centre of all they do at work	/		Interview
Have the upmost respect for our students as adult and are able to demonstrate and model professionalism within their role	√		Interview & task
Excellence record in both attendance and punctuality. Not in Management of Absence process	√		Reference
Able to work in a team, taking a leading role and supporting less experienced team members	✓		Interview



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Able to work under own initiative when the situation demands this		Task	
Sensitivity to the challenges faced by students, staff and families	~	Task	
Approachable, polite and professional	✓	Interview	
Resilient. Able to meet demands of a challenging high pressured environment and deal with emergencies when required.	V	Interview	
Flexible. Able to manage last minute changes when required.	√	Interview	
Physically fit enough to carry out all aspects of the role which may include hoisting pupils and carrying out physiotherapy programmes and providing personal care and toileting	✓	Interview	
High expectations of self and others	✓	Interview	
Well-groomed and presented in line with requirement of the role	√	Interview	
Discretion in everyday working life and in particular in dealing with confidential pupil information	√	Interview	
Willing to undertake training and other CPD activities in order to further develop the specialist skills needed for the role	√	Interview	
Committed to the principle of encouraging young people to progress and work towards independence	√	Interview	
Willing to participate in full range of curriculum activities	√	Interview	
Sense of humour and positive attitude to daily challenges	√	Interview	
Committed to equality of opportunity for all	√	Interview	