

Great Oaks College

Job Description Job Coach

Grade: SO1

Hours of work: 08:00-16:00 Monday to Friday
On the rare occasion a work placement falls outside of college hours, flexibility in working hours is available after consent from the Deputy Principal.

Contract Type: Permanent. Term time + 2 weeks as agreed with the SLT

Responsible to: Deputy Principal

Main purpose of the job

- To support students to develop the skills needed to gain paid employment upon leaving Great Oaks College
- To provide students at Great Oaks College with an opportunity to develop employability skills through attending work experience using specialist strategies appropriate to the student.
- To work under the guidance of the Deputy Principal to support students to access work placements and supported employment in the most effective way, appropriate to their needs and understanding.
- To manage a case load of students over the academic year ensuring all have appropriate, meaningful and bespoke work place experiences
- To assist in the delivery, recording and provision of needs outlined in Education Healthcare Plans.
- To work collaboratively with class teachers to track and monitor progress through setting specialist job coaching targets.
- To work collaboratively with Employers to job carve and create realistic and meaningful job opportunities with reasonable adjustments
- To meet students' educational, emotional, care and medical need as outlined in their Education Healthcare Plan/medical care plan.
- To promote the inclusion of all students.
- Work may be carried out on work placements or in classroom with individual students or small groups as appropriate.

Main responsibilities and tasks

1. Working under the guidance of the Deputy Principal, to plan, supervise and provide bespoke support for students with special educational needs, enabling them to learn employability skills effectively, to gain paid employment
2. To liaise closely with the vocational teachers and any external professional as appropriate to support the implementation of any specialist support (SALT, OT, Physiotherapy, VI and HI) or Individual Educational Plan(s) designed for the students.

3. To monitor the students' progress and report on any achievements or developments against IEP targets as well as assessment criteria linked to job coaching.
4. To follow all students' Positive Handling plans, Risk assessments, Medical Care plans and Manual handling plans. Taking note of all strategies and actions required to keep students safe.
5. To identify opportunities for the students to work independently and facilitate appropriate fading support, ensuring students safety at all times.
6. To assess students for their vocational skills and preferred/most appropriate work placement.
7. To establish a good relationship with parents/carers.
8. To undertake all paperwork in collaboration with the organisation of work placements including the checking of employer liability insurance, creating site risk assessments and employer agreements prior to work placements.
9. To produce individual risk assessments for students to use alongside site and employer risk assessments for all work placements.
10. To coach students attending work placements both in college and on employer premises using systematic instruction approaches.
11. To provide guidance to groups of students and individual students regarding work experience and paid employment including CV writing, interviews and completion of application forms.
12. To provide support for the students' emotional and social needs by encouraging and modelling positive behaviour in line with the College's Behaviour policy and demonstrating high expectations of work
13. To support students' medical needs once trained by medical staff by following Medical Care plans
14. To undertake travel training for students to work experience placements either from college or from students' home as appropriate and then handing this information over to Local Authority Travel trainers.
15. To be aware of and comply with policies and procedures relating to Adult Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. To train and support employees (from the work placement) with awareness of disabilities and additional needs, in relation to any reasonable adjustments of duties as required.
17. To help develop and maintain positive links and working relationships between the college, external agencies and employers in order to support students seeking paid employment.
18. To attend relevant meetings and training opportunities for performance development as required.
19. Contribute to all annual review paperwork and attend meetings of year 2 and leaving Students.
20. To track the destination of vocational leavers

21. To contribute to the creation and evaluation of the quality Improvement plan and self-assessment report
22. To complete a yearly report on the case load of students allocated to them each academic year.
23. To treat all students with dignity and work mindfully remembering that our students are adults.
24. To undertake any other broadly analogous duties.

Equal Opportunities: The College has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Health and Safety: The College is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality: The College is committed to maintaining the privacy of all its staff and students. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Safeguarding: The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

SIGNATURES

Name of Line Manager:

Signed..... Dated.....

Name of Post holder:

Signed..... Dated.....

The duties of this post will change and develop over time. It is the manager's responsibility, in conjunction with the post holder, regularly to review this document and amend it when necessary.