# Job Description

**Job Title:** Job Coach (Supported Internship)
**Reports to:** Supported Internship Manager
**Location:** London

## Purpose

To support interns on Prospects supported internships to progress on their work placements, make successful transitions into paid work and to assist the tutor to complete the Pearson's employability work skills accreditation. To provide training and support for business partners and families, to ensure success during the workplace placements and to seek out job opportunities both within and outside of the host employer.

## Main Duties and Responsibilities

1. Provide individualised support for interns at the host business worksite placement or competitive job which includes: job coaching, identifying job placements, assistive technology, etc.
2. Attend host business induction to ensure student understanding and learning
3. Work with managers and co-workers to educate on disability awareness
4. Communicate with parents on a regular basis
5. Visit students and give feedback to all team members
6. Meet daily with tutor to discuss student progress
7. Meet regularly with business liaison, managers and peer mentors to discuss student strengths and challenges, issues, progress, etc
8. Work with tutor to plan events such as induction, information nights/Open days and graduation
9. Work with other team members to provide internal and external marketing for business and community such as newsletter articles, website information, tours, community presentations, social media etc.
10. Communicate effectively with the tutor, other job coaches, the senior practitioner, employers, co-workers, family members, and school and agency personnel as it relates to the student being trained.
11. Perform specific job analysis, task analysis, and job matching activities.
12. Work with employers, families, job placement specialist, agency personnel, school personnel
13. Perform specific job analysis, task analysis, and job matching activities
14. Carries out steps of job coaching plan with students and other parties as appropriate.

15. Work with employers, families, job placement specialist, agency personnel, school personnel and other appropriate parties to problem solve issues related to training and employment.
16. Train students in the areas of grooming, hygiene, communication, interviewing, and behaviour as they relate to successful employment.
17. Provides travel training to job site if necessary.
18. Communicates with tutor to make final decisions regarding any issues that may affect student success at a worksite rotation or competitive job site.
19. Attends training provided
20. Participates in decision making process to identify and implement training strategies and/or services with other staff and host business staff.
21. Adheres to and promotes standards of the host business and/or competitive work site in order to promote job productivity and efficiency.
22. Submits and completes appropriate job coaching paperwork.
23. Applies for Access to Work allowance on behalf of the students
24. Provides basic information about benefits, work related expenses etc .
25. Recognises and acts on the legal responsibilities concerning the safety and welfare of the students.
26. To be a committed Job Coach with the experience and ability to provide a focused learning experiences for students with communication and learning difficulties.
27. To be knowledgeable about current trends, LMI, thoughts and initiatives in education
28. To work as a member of a team to ensure the education and welfare of all students
29. To ensure a clear understanding of the nature of each student 's learning difficulties and or social/emotional needs and take steps to address these needs
30. To arrange access to stimulating learning environments both in and out of the work place
31. To use and utilise a variety of support methods and resources appropriate to the needs of the students
32. Be prepared to undertake a training programme such as first aid if appropriate

## Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions 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. The Trust's efforts to

promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environmentin line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

## Person Specification

## Job Title:

(E=Essential D=Desirable)

### SKILLS AND CORE COMPETENCIES

### Technical competency (qualifications and training)

- NVQ Level 6 or equivalent qualification in Careers Education and Guidance, Youth and Community work or Social Care (or working towards)
- Level 3 Education and Training Award (D)

### Experience

- Experience of working in the employment and skills sector and delivering to specified targets, quality standards and compliance measures. (D)
- Proven record of success in engaging SEN participants on Programme. (E)
- Experience in using motivational and action planning techniques to manage the progression of participants into sustainable work opportunities. (D)
- Experience of providing one- to- one support or coaching and positively influencing other people's professional or personal development. (D)
- Knowledge of employment law and disability legislation such as Employment Law, Health and Safety, Equality and Diversity, etc. (D)
- Knowledge of benefit system and employment programmes. (D)

### Skills and Attributes

- Strong communicator verbally, in writing and using various IT tools with a diverse group including Senior Managers, other professionals, young people and parents.(E)
- Good administration, IT and organisational skills with good experience of using MS office software. (E)
- Able to quickly identify problems, think flexibly and resolve issues. (E)
- Solutions focused with ability to work under pressure (E)
- Ability to work on own initiative and as part of a team. (E)

### Personal qualities, communicating and relating to others

- Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results. (E)
- Effective negotiation and persuasion skills. (E)
- A strong track record of building and maintaining relationships. (D)

### Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an Enhanced level (E)

**Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)