

Job Description

Job Title: Supported Internship Job Coach

Reports to: Supported Internship Manager

Grade Band: E (£26,972 - £33,102 FTE)

Location: London

Purpose:

To support interns on Prospects Supported Internships to progress in their work placements and make successful transitions into paid employment. 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 employers.

Main Duties and Responsibilities

1. Provide individualised support for interns at their work placement or employment. This will include job coaching, mentoring, identifying job placements, identifying any need for assistive technology, etc.
2. Utilise a variety of support methods and resources appropriate to the needs of the interns
3. Develop professional relationships with parents/ carers to support interns to complete their placements
4. Work with work placement managers and employees to provide training around disability awareness
5. Help to create a safe and welcoming learning environment, ensuring that the services delivered to interns are effective and safe
6. Develop a clear understanding of the nature of each interns learning difficulties and or social/emotional needs and take steps to address these needs
7. Meet regularly with placement managers and mentors to discuss the intern's strengths and challenges, any issues, progress, identify new potential placement opportunities and source employment vacancies etc
8. Participate in decision making processes to identify and implement training strategies within employer placements
9. Adhere to and promote the standards of the host business with the interns in order to promote job productivity and efficiency
10. Recognise and act on any issues concerning the safety and welfare of the interns

11. Provide training to interns in the areas such personal hygiene, communication skills, interviewing skills and appropriate behaviour in the workplace
12. Plan events such as induction, information nights/open days and graduation celebrations
13. Communicate with other job coaches/tutors, employers, family members and agency partners including the local authority and SEND Advisers
14. Accurately complete all required job coaching paperwork
15. Apply for Access to Work funding on behalf of the interns
16. Provide basic information about benefits, work related expenses etc
17. Be knowledgeable about current labour market trends, employment opportunities and initiatives in education
18. Work with other team members to provide internal and external marketing materials such as newsletter articles, website information, community presentations, social media updates

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 environment in 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.

<p>Person Specification</p> <p>Job Title: Supported Internship Job Coach</p> <p>(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • NVQ Level 6 or equivalent qualification in Careers Education and Guidance, Youth and Community work or Social Care (or working towards) • Agreement to take the L3 Supported Employment qualification • Level 3 Education and Training Award (D)
<p>Experience</p> <ul style="list-style-type: none"> • 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)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • 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)
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> • 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)
<p>Safeguarding</p> <ul style="list-style-type: none"> • 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)