

## Job Description

**Job Title:** Tutor/ Job Coach (Supported Internship)  
**Reports to:** Saimmah Ali  
**Location:** (Kensington )

**Purpose** To support interns on Shaw Trust supported internships to progress on their learning and work placements, make successful transitions into paid work and to complete the Pearson's employability work skills accreditation as well as functional skills. 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

- Provides direction and organisation to the on-site learning programme
- Recruits appropriate students with disabilities for the programme
- Plans and delivers daily classroom activities and lesson plans in line with agreed units to achieve the Pearson's employability award (Entry Level 3) / functional skills level 1
- Complete all relevant Ixion documents from beginning / during and after learners journey on the Supported Internship
- Delivers daily classroom support in literacy and numeracy.
- Support interns to develop the Pearson's portfolios to achieve the accreditation and skills attained, letter of recommendations from internship sites, etc.
- Assesses student skills
- Be responsible for the emotional and social welfare of the interns
- Work with local business to meet student employment needs.
- Develops IEP and transition plan for students and creates "career plan" based on individual preferences and skills
- Coordinates and/or provides travel training for interns
- Attends host business induction to ensure intern understanding and learning
- Works with job coach and with department managers to develop internship sites, write job descriptions and plan for necessary job modifications
- Attends host business induction to ensure intern understanding and learning

### Job Description and key duties: Job Coach

- Provides individualised support for interns at the host business worksite placement or competitive job including job coaching, identifying job placements, assistive technology, etc.
  - Develops professional relationships with parents to support interns
  - Works with managers and co-workers to educate on disability awareness

- Meets regularly with business liaison, managers and peer mentors to discuss student strengths and challenges, issues, progress, etc
  - Works with job coach to plan events such as induction, information nights/Open days and graduation
  - Works 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
  - Communicates effectively with other job coaches/tutors, the senior practitioner, employers, family members and school and agency partners including the local authority
  - Work with employers, families, job placement specialist, agency personnel, school personnel and other appropriate parties to problem solve issues related to training and employment.
  - Train interns in the areas of personal hygiene, communication, interviewing and behaviour as they relate to successful employment.
  - Works with Supported Internship team to make final decisions regarding any issues that may affect student success at a worksite rotation or competitive job site.
  - Attends training provided
  - Participates in decision making process to identify and implement training strategies and/or services with other staff and host business staff.
  - Adheres to and promotes standards of the host business and/or competitive work site in order to promote job productivity and efficiency.
  - Submits and completes appropriate job coaching paperwork.
  - Applies for Access to Work funding on behalf of the interns
  - Provides basic information about benefits, work related expenses etc
  - Recognises and acts on the legal responsibilities concerning the safety and welfare of the interns
  - Be knowledgeable about current trends, LMI, thoughts and initiatives in education
  - Work as a member of a team to ensure the education and welfare of all interns
  - Develop a clear understanding of the nature of each student 's learning difficulties and or social/emotional needs and take steps to address these needs
  - Support the delivery of a stimulating learning environment in and out of the work place
  - Utilise a variety of support methods and resources appropriate to the needs of the interns
  - 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 always meet the requirements of the Data Protection Act
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><b>Person Specification</b></p> <p><b>Job Title:</b></p> <p>(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Comfortable working remotely using a range of digital channels including phone, video conferencing, instant messaging and email. (E)</li> <li>• GCSE's in English, Maths and Information Technology ( E)</li> <li>• A Level in either English / Maths (E)</li> <li>• Have a qualification in PTTLs or Willing to work towards PTTLs qualification (Level 3 Award in Education and Training) ( E)</li> <li>• Achieved or working towards Pearson's Edexcel level 3 certificate in Assessing Vocational Qualification ( E)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working in the employment and skills sector and delivering to specified targets, quality standards and compliance measures. (D)</li> <li>• Experience in teaching / facilitating learner sessions (E)</li> <li>• Proven record of success in engaging SEN participants on Programme. (E)</li> <li>• Experience in using motivational and action planning techniques to manage the progression of participants into sustainable work opportunities. (D)</li> <li>• Ability to identify individual participant's motivators to and find appropriate vacancies to make the best match possible. (E)</li> <li>• Experience of providing one to one support or coaching and positively influencing other people's professional or personal development. (D)</li> <li>• Strong track record in achieving individual and team performance targets. (E)</li> <li>• An understanding of the local and regional labour market and employment issues within one or more sectors or industries (E)</li> <li>• Knowledge of employment law and disability legislation such as Employment Law, Health and Safety, Equality and Diversity, etc. (D)</li> <li>• Recruitment and/or sales experience. (D)</li> <li>• Knowledge of current recruitment practice and corporate social responsibility . (E)</li> <li>• Knowledge of benefit system and employment programmes. (D)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Good administration, IT and organisational skills with good experience of using MS office software. (E)</li> <li>• Able to quickly identify problems, think flexibly and resolve issues. (E)</li> <li>• Solutions focused with ability to work under pressure (E)</li> <li>• Ability to work on own initiative and as part of a team. (E)</li> </ul>

**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. (E)

**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 a enhanced Adults and Children level (E)

**Other**

- Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)