

Job Description: Job Coach
Directorate: Children and Young People (London division)

Post	Job Coach
Job Purpose	To support interns on Prospects supported internships to progress on their work placements and make successful transitions into paid work. 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
Location	As per letter of appointment
Line Manager	Senior Practitioner
Salary Scale	£22 - 27000 A defined contributions pension scheme will be available with this post.
Job Category	Child and Adults Workforce: any position that involves working/volunteering with children or adults.
DBS Disclosure	Enhanced with barring list check.

Prospects provides support to young people across London funded by Local Authorities, Schools, SFA that include providing information advice, guidance, and support to ensure young people are able to assess their attributes and circumstances, planning to meet learning goals, supporting them to implement their plans and keeping these under review.

Prospects would like individuals that are committed to supporting and engaging with young people to ensure they develop resilience and are able to make positive and sustainable transitions through education and training into employment. In particular those that are energetic, passionate, dynamic and innovative in their approach to achieving the above.

To comply with and understand Prospects safeguarding policy and procedures and take action as appropriate in relation to children and vulnerable groups regarding matters of safety, protection and wellbeing.

Prospects are committed to promoting equality of opportunity, valuing diversity and eliminating discrimination, as a core value.

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- Provides individualised support for interns at the host business worksite placement or competitive job which includes: job coaching, identifying job placements, assistive technology, etc.

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- Attends host business induction to ensure student understanding and learning
- Works with managers and co-workers to educate on disability awareness
- Communicates with parents on a regular basis
- Visits students and give feedback to all team members
- Meets daily with tutor to discuss student progress
- Meets regularly with business liaison, managers and peer mentors to discuss student strengths and challenges, issues, progress, etc
- Works with tutor 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 etc.
- Communicates 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.
- Perform specific job analysis, task analysis, and job matching activities.
- Carries out steps of job coaching plan with students and other parties as appropriate.
- 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 students in the areas of grooming, hygiene, communication, interviewing, and behaviour as they relate to successful employment.
- Provides travel training to job site if necessary.
- Communicates with tutor 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 allowance on behalf of the students
- Provides basic information about benefits, work related expenses etc

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- Recognises and acts on the legal responsibilities concerning the safety and welfare of the students.
- To be a committed Job Coach with the experience and ability to provide a focused learning experiences for students with communication and learning difficulties.
- To be knowledgeable about current trends, LMI, thoughts and initiatives in education
- To work as a member of a team to ensure the education and welfare of all students
- 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
- To arrange access to stimulating learning environments both in and out of the work place
- To use and utilise a variety of support methods and resources appropriate to the needs of the students
- Be prepared to undertake a training programme such as first aid if appropriate

Person Specification

- 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
- Strong communicator verbally, in writing and using various IT tools with a diverse group including Senior Managers, other professionals, young people and parents.
- Entrepreneurial and dynamic able to identify and implement new ways of working that enhances service delivery and outcomes for young people.
- Strong leadership and management skills.
- Experience of working with teams to set and maintain a positive culture.
- An ability to develop and sustain effective relationships with key organisations.
- Well organised and able to manage own workload.
- Strong track record of achieving contract KPI's and achieving outcomes for young people.
- An ability to work in and create strong partnerships with other organisations.
- Track record of developing new services for young people.
- Track record of bringing in additional income or contracts
- Personal and professional demeanour which generates credibility and confidence with clients, managers, staff, external partners and all other stakeholders.
- Knowledge of relevant legislation, policy and guidance relating to Children and Young People's Services and SEND