**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Job Coach (Term Time Only)  Fixed Term until 30 June 2020 | Apprenticeships and Skills |
| **SALARY** | **BENEFITS** |
| £16,960 - £20,657 per annum, pro rata relating to qualifications and experience  14.8 Hours per Week (Monday and Wednesday) | Local Government Pension Scheme |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Assistant Head Apprenticeships | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| The Traineeship Programme is a Government sponsored project to help more people access apprenticeships and employment. The primary focus of the Job Coach is to provide work related support to individuals taking part in Traineeship Programmes. You will provide support to young people during their work placement by helping them learn to perform the job accurately, efficiently and safely. You will also broker an effective working relationship between the individual and employer in order for them to secure paid employment at the end of the placement.  **GENERAL RESPONSIBILITIES:**  Engage with employers to secure sufficient and realistic employment opportunities for the traineeship. The post holder will be required to understand the concept of Job brokering and be able to negotiate job descriptions that meet employer needs and match to the skills and abilities of the traineeship. This will require actively consulting with interns to understand interests, preferences, abilities and support needs in order to facilitate a person centred approach and tailored pathway into employment.  The post holder will be required to support traineeships to be successful in their work placement and future employment and provide an appropriate level of support, advice and guidance in the work place. He or she will implement support plans and set appropriate tasks, which will enable the trainees to become competent in work and in related skills whilst ensuring their needs are met.  Keep accurate records of job coaching support to include monthly reviews.  Support health and safety requirements (HASWELLS) in relation to the work placement and work with the employer to support any health safety and welfare requirements of the traineeship. Record keeping is essential for this role.  Support on-the-job training in work settings and empower young person.  Support travel training to and from job site, as required.  Facilitate other workers to become confident in working with and supporting interns to carry out their duties, Model appropriate techniques and help facilitate disability equality training for staff.  Communicate regularly with the employer to ensure the placement is progressing successfully and the needs of both the traineeship and business are being met.  Agree next steps with the employer including any application and interview processes and support the traineeship through this process.  Liaise with the course tutor providing a link between the employer’s needs and work related training with particular attention to any literacy and numeracy  Liaise with family members and external agencies/professionals as necessary in order to problem solve and overcome any barriers to employment or training.  To support the inspirational delivery of employability skills to learners across a broad range of levels to enable these learners to become job ready.  To support and coach students in achieving their full potential via target setting and action planning  To provide regular one to one and group support for a caseload of students to monitor work placement attendance, performance and progress.  To monitor student progress against minimum expected grades.  To monitor student attendance, punctuality, commitment and general conduct.  To refer students for more specialist support as required. | |

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| **DUTIES** | |
| To make records of interactions with students in a timely, factual, and objective manner bearing in mind the different audiences of these records. To ensure the timely completion of relevant documentation to support projects and full compliance of the contract manager.  To provide timely information and offer impartial advice and guidance on future plans, and facilitate access to specific careers advice where more specialist knowledge is needed.  To provide references for students as required, including the collation of comments  from other staff and ensuring that the completed references are of good quality.  To liaise with other staff as well as parents / carers over the progress of their caseload  of students including organising and attending meetings with key stakeholders as required.  To act as a positive role model for students.  To contribute to College consultation and advice events for students and their parents / carers, a number of which are evening events.  To support, monitor and act as the key point of contact in the disciplinary process for their caseload of students in accordance with the relevant polices.  To contribute to a team approach to covering for the absence of other progress coaches.  To contribute to the arrangements for the enrolment and induction of students.  To contribute to the provision of post results advice and guidance to students.  To contribute to the arrangements for monitoring and evaluating the progress and outcomes of students, to include tracking student destinations. | |
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| **DUTIES** |
| **Initial Assessment and Additional Support**  Ensure all caseload undergo initial assessment.  Provide initial advice and guidance to young people to achieve timely success  Liaise with Additional Learning Support to refer and support students to access and attend support as identified.  Support and monitor ‘At Risk’ students  **Right choice and progression**  Carry out individual reviews in weeks 2 to 5 to gauge suitability of chosen course/path.  Liaise closely with course tutors and track progress through one-to-ones, progress reviews and use of ProMonitor |
| Assist students making arrangements/decisions for next step in education/career choice, e.g. Further/Higher education, Apprenticeship, training or employment  Signpost to relevant support and services  **Learner Engagement**  To match learners on Pre-apprenticeship programmes with suitable employers for placement and offer guidance on how to prepare for interview.  To provide suitable referrals to the recruitment team  Provide pre-screening and interview techniques to potential learners – so that suitable candidates are presented to the potential work placement.  Develop and support young people into pre-apprenticeships / traineeships  Provide information, advice and guidance to learners and prospective learners  **Mentoring and Support**  To provide learners with impartial information advice and guidance to help them make informed decisions about which courses they may wish to undertake and how they can achieve their goals.  To ensure all safeguarding concerns are reported  To provide pastoral support as required  To support tutors in the review of student progress  To support leaners with bursary applications and travel claims where required  **Group Tutorials**  Deliver engaging and enriching group tutorials where appropriate across the area as directed. Topics to include safeguarding, anti-bullying, substance and alcohol misuse, sexual health, mental health/self-harm, nutrition, independent living, sport and physical activities, careers, employability, enterprise, diversity etc  Support student participation in surveys and student council  Arrange for external agencies/organisations to deliver group tutorials  **Attendance and punctuality**  Ensure students understand absence procedures  Monitor attendance and punctuality patterns, address concerns with students and support improvements in attendance and punctuality rates  **Building the Programme**  Facilitate the sharing of good practice across this projects.  To support the recruitment of 16 – 24 into work  To maintain regular contact with new and existing employers to maintain excellent customer service.  **Meeting parents/carers**  Attend meetings with parents/ carers and also be available to discuss progress of students at other times with parents/carers. May require evening attendance. |
| **Welfare**  Work within the College’s Welfare team to deliver a sexual health service  Be knowledgeable about equality and diversity and how it is relevant to the College and wider community.  Embed equality, diversity and inclusion in all aspects of work of the College, aiming to add value, learning from best practice and promoting equality, diversity and inclusion at all times.  Be knowledgeable and responsible for safeguarding and promote the well-being of students at all times.  Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative * Professional Values and Attributes * Reflection & evaluation of practice * Inspire, motivate and raise aspirations at every opportunity * Value and promotion of cultural diversity - Equality Diversity and Inclusion   (EDI) and welfare   * Build positive collaborative relationships     To promote Equality, Diversity and Inclusion at every opportunity specifically the FREDIE principles – Fairness, Respect, Equality, Diversity Inclusion and Engagement principles. |
| Promote College sustainability policies and strategies by personal commitment and lead by example. |
| Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) |
| To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
| Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations.  Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved.  Maximise effective use of time and personal ability.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |

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| **DUTIES** |
| Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. |
| Be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively. |
| Must be thoroughly aware of College Health and Safety policies and procedures and attend any mandatory health and safety training appropriate to their role and ensure that employees within their responsibility are also made aware of these policies and procedures and any mandatory training relevant to their role. They must also seek to ensure appropriate implementation of such policies and procedures across all areas of their responsibility.  Ensure all accidents and near misses are recorded and reported following College procedures.  Adhere to the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies. |
| Any other duties that may reasonably be required by Line Management and the Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI)  Experience of working with young people Experience and knowledge Further Education/ Apprenticeships/Traineeships/NEET (A/I)  Understanding of and empathy with the needs of young people, the unemployed and learners with social, emotional and behavioural difficulties (A/I)  Understanding of and empathy with the needs of employers and businesses (A/I) | Experience of supporting learning needs on a one to one basis  Teaching or training experience |
| ***Attainments*** | |
| Level 2 English and maths or willing to work towards achieving within 12 months of starting post (A/I) | Qualification in Information, Advice and Guidance  Teaching qualification  A knowledge of ESF funding and delivery (A/I) |
| ***General Intelligence*** | |
| Excellent communication skills and ability to establish rapport with client group(A/I)  Ability to work as part of a team(A/I)  Excellent organisation and planning skills(A/I)  Ability to work under pressure and to deadlines(A/I)  Ability to work in a self-directed way with guidance from line manager(A/I)  Ability to work with discretion and maintain confidentiality(A/I)  Strong IT and reporting skills (A/I) | Knowledge of local support agencies Ability to develop and organise group work and intervention strategies(A/I) |
| ***Special Aptitudes*** | |
| Good communication and presentation skills (A/I)  Ability to relate to a diverse range of people including young people and to organisations in this field (A)  Have a sound understanding of E&D issues, legislation etc. (A) | Knowledge of qualification frameworks, standards, credit values, e-portfolios and mobile assessment techniques. |
| ***Interests*** | |
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| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Friendly and Approachable (I)  Person centred approach (I)  Enthusiastic (I)  Effective member of a team (I) |  |

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| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Equality, Diversity and Inclusion issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Job Coach (Term Time Only)  Fixed Term (until June 2020) | Apprenticeships and Skills |
| **SALARY** | HOURS OF WORK |
| £16,960 - £20,657 per annum, pro rata relating to qualifications and experience | 14.8 Hours per Week (Monday and Wednesday) |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| Payment for holiday entitlement will be incorporated into annual salary, based on a pro rata of a full time equivalent holiday entitlement of 26 days, pro rata rising to 31 days following 5 years’ service plus Bank Holidays | Local Government Pension Scheme  Up to £14,100 pa 5.5% Employee  £14,101 to £22,000 pa 5.8% Employee  £22,001 to £35,700 pa 6.5% Employee  £35,701 to £45,200 pa 6.8% Employee  £45,201 to £63,100 pa 8.5% Employee  £63,101 to £89,400 pa 9.9% Employee  £89,401 to £105,200 pa 10.5% Employee  £105,201 to £157,800 pa 11.4% Employee  £157,801 or more pa 12.5% Employee  14.2% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of three months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  **Please note that all new employees of the College will be required to pay for their DBS check (at present £40.00 for an enhanced level check).**  **Should your application be successful the College will process and pay for the DBS check on the employees behalf. The fee will then be deducted from the employee’s first salary.**  **Please see overleaf regarding DBS Update Service.** | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |