**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Job Coach (TTO 41 weeks) | Work Placement Team working in specified curriculum areas. |
| **SALARY** | **BENEFITS** |
| £17,210 - £20,907 per annum relating to qualifications and experience | Local Government Pension Scheme  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, rising to 31 days following 5 years’ service plus Bank Holidays |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Work Placement and Careers Manager | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| To ensure all aspects of work placements are managed effectively in accordance with College policies and as required by the Work Placement Manager: | |
| The Job Coach will support a caseload of up to 200 students on varying academic programmes, across a range of levels who have a Work Placement detailed as part of their course requirement. | |
| To prepare, support and coach students in achieving their full potential, via target setting and action planning, in College and out in industry. | |
| To liaise with employers and develop meaningful working relationships, to further support our students and with a view to developing further links to benefit our students and the College. | |

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| To undertake all HASWEL requirements when occupationally competent and to arrange on site visits to expected standards and numbers; whilst ensuring full compliance with all Health, Safety and Wellbeing requirements laid down by College policies.  To provide regular one to one and group support for a caseload of students to monitor attendance, performance and track progress.  To monitor student progress against minimum expected standards and to foster good working relationships with the academic areas and support teams.  All aspects of tracking and monitoring will be on specific systems, encompassing Canvas, UnitE and Office 365.  To ensure and promote effective learner and employer liaison.  Ensure full compliance with all target setting, progress tracking and completion of work placements.  To liaise with the IL team, to discuss support for SEND students and to support employers with this, to break down any possible barriers.  To visit students on placement on a pre-determined schedule and as required; providing support and documenting the visits on required systems and feeding back to all involved.  Preparing learners and involvement in their ongoing development is key to help them develop the skills necessary to work professionally and effectively within the work environment.  To monitor student attendance, punctuality, commitment and general conduct.  To refer students for more specialist support as required.  Facilitate and foster effective relationships with cross College colleagues, with some examples listed as Academic areas, Employer Engagement, Apprenticeship and Skills, Student Support. |
| As the needs of the College change, you may be expected to take on, or drop responsibilities as directed by the Work Placement and Careers Manager. |
| **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. |
| 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. |
| **DUTIES** |
| 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 and in full compliance with College policy.  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 or weekend 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, for example covering for the absence of other work placement job coaches.  To contribute to the process of setting targets, monitoring and evaluating the progress and outcomes of students, to include tracking of all work related activities and student destination; whilst ensuring that this is undertaken on the appropriate systems.  To coordinate and undertake all work placement health, safety and wellbeing related activities and to guide students through the process to completion; all in full compliance with College Health, Safety and Wellbeing and related policies. |
| Assist students making arrangements/decisions for next step in education/career choice, eg Further/Higher education, Apprenticeship, training or employment  Signpost to relevant support and services as required. |
| 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. |

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| **DUTIES** |
| 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 |
| To promote and embed Equality, Diversity and Inclusion at every opportunity. |
| 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. |
| 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. |
| The postholder must 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. |
| The postholder must be thoroughly aware of College Health and Safety policies and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies across all areas of his/her responsibility. |
| The postholder must adhere to the Data Protection Act 1998 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. |

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| **DUTIES** |
| Any other duties that may reasonably be required by Line Management and the Principal. |
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**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 (A/I) | Experience of supporting learning needs on a one to one basis  Experiencing of organising and co-ordinating projects/events  Teaching or training experience  Health and Safety qualification |
| ***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)  Qualification or Experience in Arboriculture / Agriculture / Engineering (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 develop and organise group work and intervention strategies(A/I)  Ability to work with discretion and maintain confidentiality(A/I)  Strong IT and reporting skills (A/I) | Knowledge of local support agencies |
| ***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)  Sound knowledge of qualification frameworks, standards, credit values, e-portfolios and mobile assessment techniques. |  |
| ***Interests*** | |
| 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 businesses (A/I) |  |
| ***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 (AI) |  |

\*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 (TTO 41 weeks) | Work Placement Team working in specified curriculum areas. |
| **SALARY** | HOURS OF WORK |
| £17,210 - £20,907 per annum relating to qualifications and experience | 37 hours per week |
| 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, 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 nine 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 with effect from 01 November 2013 all new employees of the College will be required to pay for their DBS check (at present £44.00 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 14 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 | |