

Job description

Job title

SI Job Coach

Hours

37.5 hrs per week, 43 weeks pro-rated

Contract

Permanent

Role profile and grade

Grade 2 P1

Salary

Starting Salary Pro rated £26,363.78 FTE £27,590 with biennial increments

Location

Sodexo - 310 Broadway, Salford M50 2UE.

Reports to

SI Coordinator

Type of DBS required

Enhanced, Child and Adult Workforce (We will apply for this on your behalf.)

The Together Trust is committed to safeguarding and promoting the welfare of the people we support and expects all our staff and volunteers to share this commitment.

Safeguarding checks will be undertaken for the successful candidate in line with our safer recruitment policy, including an Enhanced DBS check (at no cost to yourself)

This role will involve regulated activity.

Bridge College is the Together Trust's specialist education college for students aged 16 to 25 years with disabilities, complex needs and autism. Bridge College promotes a multidisciplinary approach to learning and has expertise in supporting students with a wide range of needs.

Job purpose

- Provide individualized support for Supported interns during the internships at the host business for the interns to acquire competitive and marketable skills. This could include:
 - Initial training of internship task utilizing systematic instruction techniques
 - Building natural supports
 - Developing accommodations and identifying appropriate assistive technology
- Develop task analysis when needed to support the intern to learn and perform tasks to required productivity and quality standards.
- Identify and implement training strategies and/or services in coordination with the instructor and host business staff.
- In coordination with the instructor and business liaison, identify and develop internship sites that offer a variety of opportunities to build marketable, competitive skills that lead to employment.
- Learn the host business site culture, rules, and expectations within each department and assist interns to understand and comply.
- Consult with host business department employees on tools and techniques that support intern learning and success.
- Communicate effectively with the SI Coordinator, other skills trainers, internship department managers /mentors, co-workers, family members, and school and agency personnel as it relates to the intern being trained.

- Participate in training interns in the areas of grooming, hygiene, communication, interviewing, and work/social behaviour as they relate to successful employment.
- Assist with completing tools such as the VocFit Assessment to determine the abilities of the intern, the demands of the internship tasks, and help the team to make meaningful internship matches.
- Assess intern progress and give feedback to intern and team members.
- Provide travel training for the intern to get to the host business independently.
- Communicate with SI Coordinator regarding issues that may affect intern success at an internship or in employment. These decisions may be related to continued skills training, fading, behaviour, job tasks, etc.
- Submit and complete appropriate paperwork and enter data in the Member Portal.

The post holder will be based at Sodexo's head office in Salford - Sodexo - 310 Broadway, Salford M50 2UE.

General Summary of Position:

In coordination with the SI Coordinator, the skills trainer provides training and support for student interns and host business mentors. Facilitates the training and integration of a student with learning disabilities in a worksite internship and/or competitive work environment.

Knowledge, Skills, and Abilities:

- A year of previous experience working with individuals with disabilities in a workplace setting in the community preferred.

- Training or skills and experience in training/coaching, systematic instruction, job, and task analysis.
- Ability to work collaboratively, as a productive team member with the instructor, families, affiliate school and all agency personnel and stakeholders.
- Effective interpersonal communication skills which promote personal relationships with interns, families, host business, Project SEARCH team members, and outside agencies.
- Organizational ability, self-directedness, and initiative when given a variety of responsibilities and assigned tasks.
- Ability to make decisions and problem solve with a team of service providers.

Note:

The Job Coach will be expected to perform other duties as deemed necessary and appropriate by the SI Coordinator and SI Lead.

Professional Development

- Participate in CPD relevant to your current role, as identified through the PPR process, in order to update your knowledge of your subject both practical and theory.
- Reflect critically on your own practice, materials and strategies used and how your own performance can be improved.
- Discuss annually at your PPR how your performance can be improved and where appropriate agree what actions can be taken for further improvement.

Other responsibilities

- Actively engage with the Together Trust's vision, mission and values.

Commit to promoting equality, diversity and inclusion

1. Apply and understand the policies and working practices, aims and objectives, and the mission statement of the College and assist faculty managers in creating and constructing new practices and policies
2. Fulfil safeguarding responsibilities, ensuring safety and welfare of all students and report any concerns to the DSL at Bridge College.

Special Conditions

Pleasant environmental conditions. The nature of the interns being taught requires sound judgment to maintain a safe educational environment. This program will be housed off-site at Sodexo and may require travel.

The preceding data is intended to convey information about the job and its responsibilities, and is not an exhaustive list of skills, efforts, duties, responsibilities, and working conditions associated with it.

You may be required to work occasionally at Bridge College to fulfil roles within the Careers department as and when requested. SI Coordinator will be responsible for supporting students to independently travel on public transport.

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

Essential	Desirable
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Education, qualifications and training	Level 3 teaching and learning related qualification.	Completed training in effectively managing supported internship programmes.
Experience and skills	Experience supporting young adults in the SEND sector in careers related education.	Experience in supporting young adults with SEND with career related education programmes.
Knowledge and understanding	<p>Understanding of working with the needs of students with learning difficulties.</p> <p>An awareness and understanding of the need for discretion and confidentiality.</p> <p>An understanding of the application of equal opportunities in an educational environment.</p>	Knowledge and understanding of Supported internship programmes and how they run.
Other	Full and clean driving licence, including business use insurance on own vehicle.	

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.