Job description

Job title
Job Coach

Hours
37.5 hours per week, 43 weeks per year (term time)

Contract
Permanent

Role profile and grade
TLS25 - Grade 2 Point 4

Salary
£29.803.05

Location
Bridge College, Openshaw, Manchester

Reports to
Curriculum Lead

Type of DBS required
Full enhanced (We will apply for this on your behalf.)

Job purpose

The post holder will work with young adults with learning difficulties and disabilities to enable them to pursue their ambitions of gaining sustainable employment through work experience placements and our newly emerging Supported Internship programme at Bridge College.

The role will include developing, building, supporting and maintaining relationships with local and regional employers to develop sustainable work experience and Supported Internship placements.

The post holder will spend their time between the locations of the college and various work placements.

Bridge College has a large multi-disciplinary team which comprises of teachers, support staff, physiotherapists, occupational therapists, and speech and language therapists. It is essential that the post holder works collaboratively with this multi-disciplinary team to ensure the needs of students are addressed and learning is accessible and inclusive.

The post holder will be expected to proactively promote excellent health and safety practices.

The post holder will ensure that they keep up to date with educational related standards and other professional development pertaining to their role.

The post holder will be required to work flexibly to meet the needs of the student body.

Safeguarding children and vulnerable people is a priority for all employees.

Nature of the post

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.

The post holder will be based in Openshaw.

Key responsibilities

- To source and place students onto sustainable work experience placements and supported internship placements which link to their long-term aspirations.
- To work with the college team to prepare students with learning disabilities to engage with work opportunities and be 'work ready'.
- To continually research and source potential employers, work with voluntary organisations, local/regional employers and other agencies to provide work opportunities.

- To carefully and sensitively match learners with placements – and support employers and the workforce in access and reasonable adjustments, seeking support, advice and guidance as required.
- To prepare and coach students before taking up a work opportunity, transitioning into a placement and through the placement.
- To continually maintain all relationships developed with employers and all other relevant stakeholders.
- To train students to learn and succeed at the work opportunity using task analysis and Systematic Instruction.
- Proactively remove barriers to learning which may prevent access to Internship placement. This includes however not limited to:
    - Promote and engage employers in the process of job carving and any reasonable adjustments to their working environment to maximise participation of all students in their internship.
    - Where appropriate, based on student need and discussion with employers, implement the job carving process to ensure a student can complete the job role effectively and make the most of individual skills.
    - Providing information to the Supported Internship Tutor with regards to potential students who could be suitable to enrol onto the programme.

- To safeguard students and colleagues by following safeguarding polices and processes.
- Contribute to the process of evidencing careers education data in line with Gatsby Benchmarks.
- To complete regular advisory health and safety checks within the placements in line with policies and procedures. This includes however not limited to:
    - To conduct comprehensive risk assessments and ensure the safety and wellbeing of students whilst on placement.
    - Completion of offsite agreement forms.
    - Completion of robust risk assessment documentation which identifies individual needs.

- Regular risk assessment audits and reviews, including visiting employers to review the workplace and update risks assessments as a result of visit.
- Service level agreements written by the College, to be signed by all employers and available for audits at all times.
- To ensure all students are supported in maintaining PPE and uniforms, including cleaning and storing of items.

- Attend meetings, staff development and other key events as required – including out of hours activities from time to time.
- To work flexibly to meet the needs of the student body and employers. This may mean working in term time and non-term time.
- To complete assessment and tracking of progress and achievement using a range of frameworks and tracking tools.
- In conjunction with the Supported Internship Tutor, plan for and differentiate learning opportunities to enable all learners to access learning within college and the workplace.
- To record and use student and management data to support good and outstanding progress of students.
- Prepare reports, progress records and other documents as required.
- Work reflectively to improve own practice and contribute to the evaluation of the overall effectiveness of work experience placements.

- Pro-actively promote equality and diversity, and health and safety practices across College.

Other responsibilities

- Actively engage with the Together Trust's vision, mission and values
- Commit to promoting equality, diversity and inclusion

Additional information

This Job Description is not exhaustive, and the post holder may be required to undertake other appropriate duties and responsibilities as required.

Together Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All staff and volunteers must be responsible and accountable for their safeguarding practice and proactive in identifying and reporting safeguarding concerns.

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
Educations, qualifications and training	Level 3 qualification or above in a relevant discipline. Demonstrate high standards in English, Maths and IT.	Specialised qualification(s) in learning disabilities and/or autism. PGCE/PGDE in post compulsory education or other relevant teaching qualification related to the role or willing to work towards. Training in Systematic Instruction or willing to undertake training. Training in managing disabilities and medical conditions associated with students with learning disabilities/autism. MIDAS trained or willingness to undertake

		within first year of employment. Qualified in Work Experience Placement Risk Assessment. (IOSH) or agree to work towards a IOSH qualification within 12 months of commencement. Training in Makaton or other forms of sign language
Experience	Experience of working with and teaching young people with learning difficulties and disabilities. Experience of the challenges employers face in commercial settings. Experience of working with a range of partners and employers. Experience of risk assessment and task analysis. Experience of working as part of a multi-disciplinary team.	Experience of further and specialist education quality systems.
Knowledge and understanding	Knowledge and understanding of learning programmes. Knowledge and understanding of 'Disability Confident'.	Knowledge of TEACCH, SCIPr and Intensive Interaction Practices.
Skills	Capacity to adapt to changes within role and in character of student cohort.	

	Positive attitude to trying new approaches. Excellent communication, literacy and numeracy skills. Ability to meet deadlines, at times under pressure. A commitment to the ethos, policies and practices of Bridge College and Together Trust. A strong commitment to working co-operatively with a multi disciplinary team. Ability to use IT innovatively in a range of context. Ability to meet the challenges of working with young people whose needs are complex. Full commitment to continuous professional development.	
Other	Ability to work evenings and/or weekends if required by the employer to meet the learners job role. Ability to commit to evening meetings, value added recreational and residential activities, parents evenings and open evenings which may be outside normal college hours.	

	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.