

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Keighley College
Core Job Role:	
Job Title:	Job Coach
Reports to:	Support Manager
Grade	A
Date of compilation:	September 2023

CORE RESPONSIBILITIES:

- Undertake training/orientation prior to the beginning of work placement.
- Provide on-going support in the workplace as required. To be negotiated with the student and employer on an individual basis.
- Contribute to reviews providing feedback on progress.
- Complete end of work placement review with employer and student.
- Support students in and out of class to attend interviews for permanent jobs once the course has been completed.
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- Prepare students for going out into the workplace on both the Pre-internship and Internship programmes by developing students employability skills e.g. conduct, timekeeping, dress, workplace rules and regulations.
- Be responsible for the development and utilisation of the Foundation Learning shop, cafe and flat whilst training students in preparation for independent living and/or work. To include preparing and cooking in the café with students.

- Where appropriate work with employers to secure paid employment or progression opportunities.
- Complete workplace risk assessments.
- 10. Source, contact and liaise with potential employers for supported internships.
- Support progression to the appropriate destination.
- To support a caseload of identified students who have been identified as wishing to make progress into paid work or voluntary work.
- Establish and maintain contact with the students' carers, parents or personal tutor, keeping them informed of progress and issues, to secure their support and involvement.
- Help induct the student into the workplace.
- Liaise with internal and external agencies/services/employers to provide useful support and opportunities for the student.
- Keep all records and logs as required.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Adopt/embody the values of the relative member organisation & Luminate Education Group.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Job Coach
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Educated to at least NVQ3 or equivalent.	A / C
E	Q2. English and Mathematics at Level 2 or above and a willingness to improve in 1 or both disciplines to level 3 or above.	A / C
D	Q3. Certificate of Learning Support	A / C
Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Good knowledge of Equality legislation and the rights of disabled individuals particularly in the work place	A / I
E	EK2. Experience of working with students who have high needs or SEN to support their learning through identifying strategies and preparing young people for adulthood and employment.	A / I
E	EK3. Knowledge of key barriers to employment for individuals with disabilities, learning difficulties and behavioural challenges	A / I

D	EK4. Experience of working in a college setting	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Strong ability to develop effective relationships with employers, students, parent and carers	A / I
E	SC2. Strong ability to develop rapport and empathy	A / I / C
E	SC3. Full driving licence	A / I
D	SC4. Solution-focused approach	A / I
E	SC5. Able to work in a team, sharing responsibilities and duties	A / I
E	SC6. Enhanced communication and interpersonal skills	A / I
E	SC7. Good organisational and administrative skills	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Support and promotion of equality, diversity and inclusion	I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	Commitment to the PREVENT agenda	I
E	Commitment to professional standards	I
E	Commitment to restorative practice approaches	I