

Job Description

luminate

EDUCATION GROUP	Luminate
Organisation:	
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds City College - Joseph Priestley Centre- Beeston Campus
Core Job Role:	World of Work
Job Title:	Job Coach
Reports to:	World of Work Programme Manager
Grade	LC4
Date of compilation:	September 2023

ROLE PURPOSE:

Job Coach for Foundation Studies - World of Work

SPECIFIC ROLE RESPONSIBILITIES:

To develop the confidence and work-related skills of students with identified disabilities, learning difficulties and behavioural changes, wishing to make their next move out of college and into paid employment or volunteering opportunities.

Quality and Performance

CORE RESPONSIBILITIES:

1. Undertake training/orientation prior to beginning of work placement.
2. Provide on-going support in the workplace as required. To be negotiated with the student and employer on an individual basis.
3. Contribute to reviews providing feedback on progress in line with the RARPA process.

4. Complete progress reviews with employer / business, Course Lead, Programme Manager and student.
5. Support students in and out of class to attend interviews for permanent jobs once the course has been completed.
6. Visit classes regularly to provide training and information.
7. Where appropriate work with employers to secure paid employment or progression opportunities.
8. Complete workplace / community setting risk assessments.
9. Support progression to appropriate destination (supported living, work or community settings)
10. To support a caseload of identified students who have been identified as wishing to make progress into paid work or voluntary work.
11. 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.
12. Help induct the student into the workplace / community setting.
13. Liaise with internal and external agencies/services/employers to provide useful support and opportunities for the student.
14. 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.

Creative & reflective

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

Passion & ambition

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

Collaborative & responsive

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

Person Specification

Job Title:	Job Coach - World of Work
Department	Foundation Studies

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. English and Mathematics at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above.	A / C
E	Q3. Good knowledge of Equality legislation and the rights of disabled individuals within the workplace	A / C
E	Q4. Relevant recognized professional attainments.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Relevant up to date subject knowledge.	A / I
E	EK2. Knowledge of Government policy in relation to education and training, including its funding and curriculum / qualification reform.	A / I
E	EK3. Relevant experience, knowledge and understanding of working in the Sector.	A / I
E	EK4. Proven experience managing staff in an educational setting.	A / I
E	EK5. Experience of working positively with young people and adults.	A / I
E	EK6. Understanding of the job preparation process and strategies to assist to support and develop SEN students with employment skills	A / I
E	EK7. Good knowledge of Equality legislation and the rights of disabled individuals particularly in the workplace	A / I
E	EK8. Knowledge of key barriers to employment for individuals with disabilities, learning difficulties and behavioural challenges	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Professional and Technical Knowledge Has full command and use of relevant professional / technical knowledge and job-related knowledge and skills.	A / I
E	SC2. Organisational and Education sector knowledge. Effective knowledge of the college and an appreciation of the wider educational issues.	A / I
E	SC3. Interpersonal and Communication skills Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing.	A / I
E	SC4. Influencing skills Takes effective action to affect the behaviour and decisions of other people.	A / I

E	SC5. Critical thinking Ability to make sense of complex issues, identify and solve problems and to think on one's feet.	A / I
E	SC6. Self-management and learning Ability to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviours.	A / I
E	SC7. Achievement and Action Focuses on making progress, achieving results. Keen to get going and keep going.	A / I
E	SC8. Initiative and innovation Creates and appreciates new ideas and perspectives, sees possibilities and challenges	A / I
E	SC9. Strategic perspective Ability to think broadly, analyse the big picture and value diverse perspectives.	A / I
E	SC10. Capacity for change Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty.	A / I
E	SC11. Emotional Intelligence Understanding the benefits of different leadership / management styles. Gauging own impact as a leader / manager.	A / I
E	SC12. Enduring Resilience Continually exuding optimism and a 'can do' attitude.	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I