



Job Description & Person Specification

Supported Internship
Senior Job Coach

Job Description

Job Title:	Senior Job Coach
Pay Grade / Scale / Range:	Scale 6 - Scp 18-22 - NJC £24,313 - £26,317 (Full Year Salary) SEN Allowance - £1,289 per annum
Benefits & Perks:	Term time TOIL, Occupational Pension Scheme; Health Benefit Scheme, Occupational Sick pay
Working hours:	36 hours 40 minutes Term Time only (190 days) You must be available to work other non-contracted hours as designated by senior leaders. This will be paid or accrue TOIL.
Location:	Initially based at ROH. You may be required to work at any site of the New Bridge Group
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	Director of Employability
Staff responsible for:	Supervision of Job Coaches
Accountable to:	CEO
Probationary period:	26 weeks for new staff to the organisation

Supported Internship Senior Job Coach

Purpose of the post

To support young people onto employment placements and liaise with employers to open up new placements. Delivery of functional skills and other qualifications as required. To be responsible for overseeing the team of job coaches.

Key Tasks- Support for Pupils

1. Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
2. Supervise and support pupils to undertake agreed learning activities (with line manager) / supported internship placements linked to employability curriculum and personal learning strategies across the key stages relevant to your setting.
3. Adjusting activities according to pupil responses and needs, particularly to take account of their Statements of Need and how their needs may vary on different days.
4. To ensure safety, welfare and personal care are attended to with dignity, empathy and respect. The pupils may also need assistance to access different areas of the host site. Following appropriate training, administer first aid to pupils in line with New Bridge Group procedures.
5. To support the pupils with eating and drinking where necessary, following feeding and swallowing training appropriate to the pupil who is being supported.
6. Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in activities led by the job coach or teacher.
7. Promote self-esteem and independence amongst pupils.
8. To assess, supervise, assist and support pupils, typically those with Statements of Special Educational Needs and/or Statements of Social, Emotional and Behavioural Difficulties, to access learning activities and job placements, through in-depth knowledge of the employability curriculum and knowledge of how pupils learn.
9. The role may include supporting and following pupil's personal programmes, relating to social, health, physical, hygiene and welfare matters, and appropriate communication methods.
10. Make effective use of ICT in learning activities and develop pupils' competence and independence in its use.
11. Contribute to and implement Individual Education Plans, Behaviour Plans and activity-based risk assessments for all placements in line with the health & safety policy.

12. Provide specific feedback in discussion with pupils on their progress and achievement, in line with school policy.
13. Liaise with project lead and department heads within the host site to ensure a wide variety of placements are available.
14. Perform specific job analysis, task analysis, and job matching support to students and host employers.
15. To coordinate the rotation of placements amongst students at the host site.
16. To provide individualised support to students whilst on a placement.
17. To communicate effectively with the teacher, head of department, other job coaches, host employers staff, co-workers, family members and external agency staff.
18. To work with students, employers, families and external agencies to problem solve any issues relating to training and employment.
19. Monitor and record daily attendance at host site and to inform departments of absences.
20. To identify and refer students for travel-training where appropriate.
21. Key Tasks- Supporting Teaching and Learning
22. Assist in developing and maintaining a positive link between the New Bridge Group and the pupil's homes and to further establish and maintain regular contact with the families/carers of pupils being educated within the New Bridge Group. This may involve home visits and attendance at multi-agency meetings including annual reviews.
23. Support the role of parents in pupil learning and contribute to meetings with parents to provide constructive feedback on pupil progress, achievement, problems etc.
24. Produce, evaluate and adjust schemes of work and worksheets as appropriate to meet pre-determined learning objectives within agreed development time.
25. Deliver learning activities, which are part of Supported Internship learning strategies, relevant to your setting, to pupils within an agreed system of supervision, adjusting activities according to individual pupil learning styles and needs. This will involve individual, group and whole class work and may take place when the teacher is not present.
26. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
27. Administer and undertake routine marking of pupils' work.

28. Invigilate tests / examinations as required.
29. Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, both in lessons and other activities. Systematically record pupils' progress and achievements, ensuring availability of appropriate evidence.
30. Organise and manage an appropriate learning environment and resources.
31. Select and prepare resources necessary to lead/support learning activities, taking account of pupils' interests, language and cultural backgrounds.
32. Set and monitor students' termly or weekly targets that relate specifically but not exclusively to their current placement.
33. Complete risk assessments and EV forms for educational visits .
34. Complete risk assessments for all placements, which follow guidelines and protocols set out by the host employer and the New Bridge Group.
35. General Tasks- Supporting the organisation
36. Promote positive values, attitudes and good pupil behaviour. Anticipate and manage promptly with challenging behaviour, conflicts and incidents whilst encouraging pupils to take responsibility for their own behaviour, in line with established New Bridge policies, e.g. the use of team-teach.
37. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the line manager, to support the achievement and progress of pupils. Contribute to the development of appropriate multi-agency approaches to supporting pupils.
38. To transport pupils to enable them to access a broad and balanced curriculum. (Following specific training and appropriate checks on own vehicle and insurance where appropriate)
39. Deliver out-of-school learning activities within guidelines established by the New Bridge Group.
40. Where appropriate, contribute to the identification and implementation of appropriate out of school learning activities, which consolidate and extend the school activities.
41. Provide cover for classes during short-term absence of teachers within the agreed system of supervision. Maintain good order and keep pupils on task. This could involve adjusting activities to take account of pupil needs and responding to pupil questions.

Other Duties

42. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
43. To uphold and promote the values and the ethos of the New Bridge Group.
44. To implement and uphold the policies, procedures and codes of practice of the new Bridge Group, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
45. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the group, e.g. challenging a stranger on the premises.
46. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
47. To attend and participate in relevant meetings as appropriate.
48. To undertake any other additional duties commensurate with the grade of the post.

Contacts

Students, colleagues within the school, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors to the school

Responsible to: Director of Employability

Responsible for: Job Coaches

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	September 2017	SSH	HR Manager
REVIEWED	July 2020	SSM	HR Manager
REVIEWED			



PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	<p>NVQ 3 for Teaching Assistants or equivalent qualification</p> <p>Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework</p> <p>Training in relevant learning strategies</p> <p>Team-teach training</p>		<p>AF / I</p> <p>AF / I</p>
Experience	<p>Experience of working with students / young people in an educational setting who have different individual needs, including special educational needs, and learning styles</p> <p>Experience and proven track record of working with external parties including families/carers to solve issues</p> <p>Experience of working with employers and supporting young people into employment</p> <p>Some experience of delivering under a scheme of supervision</p> <p>Experience of producing detailed assessments and analysis of students' behaviour</p> <p>Experience of successfully implementing interventions in supporting social, emotional and behavioural needs</p> <p>Experience of preparing/contributing to resources to support learning programmes</p>		<p>AF / I</p>

Skills & Abilities	ICT skills to operate a computer and other basic technology such as photocopiers etc.		AF / I
	Interpersonal skills to relate well to children and adults		AF / I
	Communication skills to exchange information to a range of audiences including pupils, teachers, other school colleagues and parents/carers		AF / I
	Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these		AF/I
Knowledge	Understanding of equal opportunities and an awareness of potential barriers children may have about learning		AF / I
	Understanding of how safeguarding and confidentiality are important when working with children and young people		AF / I
Work circumstances	To work flexibly as the workload and needs of the students demand		I
	To travel and work at other site within the New Bridge Group as may be required		I
	Occasional out of hours working to support school functions		I

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview