

**Job Description**

**Employment Coach**

**Job Title:** Employment Coach

**Section:** Foundation Studies

**Scale:** Scale 6

**Reporting to:** Head of School – ELTFLS

**Hours:** 36 hours per week, 39 weeks per year to cover term times

**Location:**  Uxbridge + Outreach

**MAIN SCOPE OF POST**

The Foundation School delivers a range of courses to Entry level students including those with learning difficulties and disabilities and some with challenging behaviour. Courses aim to prepare and support students for appropriate employment opportunities and independent living. The Employment Coach will enhance the work related aspects of the curriculum by establishing effective links with employers to provide students with realistic work placements. They will also prepare and support students to successfully participate in these placements and enable future progression into employment by assisting with CVs, application forms and interview preparation.

**MAIN DUTIES**

To lead and manage the Supported Internship programme which will include:

* Leading the recruitment of interns to the study programme
* Planning and implementing each student programme (college inductions, all paperwork completion and personalised curriculum to meet intern and employer needs)
* Engage/communicate with employers and London Borough of Hillingdon
* Complete halfway and exit reviews with interns and employers to assess the level of progression made
* Co-teach and assess Supported Internships through their study programme and range of qualifications including English and Maths
* To make contact and establish effective links with employers and agree a range of work placement opportunities for students
* Engage / reach out to with employers to provide workshops/ guest speaker opportunities.
* to work with students both individually and in groups to produce work-related student profiles
* to assess student profiles and match with realistic work placements
* to work with students, tutors and parents to ensure the student has the skills required to participate and achieve in a successful placement
* to work with tutors to ensure the work placement meets key elements of the curriculum (such as Health and Safety, Customer Service, Time-keeping and Team-Work)
* to assist students with CV and application forms and prepare them for interview
* to monitor and support the students whilst on placement
* to carry out Risk-Assessments for all activities, including travel and placements
* to keep accurate record and notes relevant to student’s progress and produce reports
* to undertake any appropriate administrative or curriculum duties within the role

**Other duties**

* To take an active part in the appraisal and mentoring processes
* To develop links with other service providers, schools and relevant organisations.
* To comply with all relevant Health and Safety regulations and assist the College in the implementation of its Safeguarding and Health and Safety Policy.
* To comply with and actively promote the College’s Equality and Diversity Policy
* To participate in and contribute to the College’s in-service and training activities.
* To participate in enrolment duties
* To participate in any other duties commensurate with the general level and scope of the post as may be required.
* to work under the supervision and guidance of the Section Manager – Foundation Studies

**Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

**Person Specification**

**Employment Coach**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How assessed?\*** |
| **Qualifications** |  |  |  |
| * Good general standard of education (GCSE level or equivalent) including English | ✓ |  | Cert/AF |
| * Award in Education and Training or equivalent, or willingness to undertake this qualification | ✓ |  | Cert/AF |
| Knowledge, Skills and Experience |  |  |  |
| * Proven ability to establish and maintain strong links with employers | ✓ |  | AF/IV |
| * Experience of working with students with   learning difficulties and disabilities | ✓ |  | AF/IV |
| * Understanding of the skills required for the workplace and the ability to prepare learners for work placement | ✓ |  | AF/IV |
| * Good organisation skills and ability to prioritise workload effectively | ✓ |  | AF/IV |
| * Willingness and ability to travel off-site to workplaces/outreach sites | ✓ |  | AF/IV |
| * Positive and pro-active approach | ✓ |  | IV |
| * Good IT skills | ✓ |  | AF |
| * Team working skills the ability to make   a contribution to the team | ✓ |  | AF/IV |
| * Good communication skills, written and verbal | ✓ |  | AF/IV |
| * Clear understanding and a commitment to   Equality and Diversity and Safeguarding | ✓ |  | IV |
| * Commitment to students’ learning | ✓ |  | AF/IV |
| * Experience of working in a customer focused   environment | ✓ |  | AF/IV |
| **Competencies**  *Support staff should be able to demonstrate competency in all of the following areas:*  Communication  Planning and Organising  Working Together  Customer Services  Adaptability/Flexibility |  |  | AF/IV |

**\***Evidence of criteria will be established from:

AF = Application Form

IV = Interview

Cert = Certificate