**** Job Description

# Job Title Job Coach

**Location** Harrogate – Henshaws Specialist College

**Salary** £11.43/hr

**Hours per Week** 20 hours per week (Mon, Tues, Thurs, Fri - 5 hrs/day between 9am – 3pm)

**Working weeks** Fixed Term contract term time only (39 wks) until November 2022

**DBS Check**  Enhanced Check with adult barring list and child barring list

**Job Summary**

The role of Job Coach will be to support a member of staff to enable them to pursue their ambitions in relation to completing an apprenticeship. The role will include providing accessible training materials for the member of staff. The successful candidate will liaise with the awarding body and their mentor on a regular basis. The role also includes supporting the staff member to complete all administration tasks and training.

**Key responsibilities**

* To support staff member on all aspects of their apprenticeship including support in administrative tasks and training
* To read braille or be willing to undertake training
* To make work accessible resources for the staff member/ apprentice
* To have an understanding of Access to work and other funding streams
* To train staff member/ apprentice to learn and succeed at work using task analysis and Systematic Instruction
* To use the “place, train and fade model” in developing the tasks involved in the job
* To ensure compliance with, and adherence to, College policies, awarding body requirements and national frameworks for quality management.
* To manage relationships by liaising with all those involved in work: the apprentice, the College staff, external awarding body, mentor, etc
* To maintain up to date, clear accurate records of the work of the apprentice
* To embed progress goals and report against these interim monitoring arrangements
* To promote inclusion and participation, encouraging staff/ apprentice independence

**General requirements**

* Comply with the Health & Safety requirements of the Society and follow Society Policies and Procedures, operate within the employee code of conduct and respect confidentiality at all times
* Actively promote Henshaws Equality & Diversity Policy
* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times
* Take responsibility for your own personal and professional development, including CPD where appropriate
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate
* Offer a flexible approach to working hours to meet the needs of the organisation
* Represent Henshaws in professional manner at all times, contributing to marketing and recruitment activities for Henshaws as required
* Any other duty as required by the line manager commensurate with the post

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the   
desirable criteria to produce the shortlist.

All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | **Criteria** | **Essential or Desirable** | **How Identified**  *Application form / Interview / Selection test / copy of certificates* |
| **Skills and Experience** | Experience of working with people with special educational needs and disabilities in a work setting | **Essential** | Application / interview / assessment |
|  | Experience of completing risk assessments and task analysis | **Desirable** | Application / interview |
|  | A strong commitment to giving people with learning difficulties and disabilities the opportunity to work | **Essential** | Application / interview |
| **General &  Specialist Knowledge** | A thorough knowledge of equality and diversity, including access and reasonable adjustment | **Essential** | Application / interview |
|  | A positive, solution focussed approach | **Desirable** | Application / interview |
|  | Been trained in the process of Systematic Instruction or be willing to undertake training in Systematic Instruction | **Desirable** | Application / interview |
|  | Knowledge of or willing to learn about the Access to Work process | **Desirable** | Application / interview |
| **Education &  Training** | Have, or be willing to work towards a Job Coach specific qualification | **Essential** | Application / interview |
|  | Demonstrate high standards in English, maths and IT to support young people to progress and develop in work related use of these essential functional skills | **Essential** | Application / interview |
|  | Good standard of general education or qualification by experience | **Essential** | Application / interview |
| **Special  Requirements** | This role may involve travel and the post holder should have a full driving licence and access to a car | **Essential** | Application / interview |
| Adhere to Henshaws values Inspiring Proactive. Sharing. Compassionate. Empowering. Informed | **Essential** | Interview |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.**

**Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.**