

The Oaks Specialist College

www.theoaks.ac.uk

Job Description and Person Specification

Job Coach

Reporting to:	Project Manager
Pay Range:	£22,500 up to £26,000 per annum, pro rata
Hours:	37.5 hours per week, Monday – Friday 8.30am – 4.30pm. Term time

Context

The Oaks Specialist College is a registered charity and an exciting development based in Tonbridge, set up to meet the needs of young adults aged 18-25 with learning difficulties or disabilities (LLDD).

Our aim is to complement and work alongside existing providers in the area, to ensure that the needs and aspirations of all LLDD young people can be met locally.

We are embarking on establishing two new provisions based within Maidstone and Tunbridge Wells Hospitals alongside our current offer.

Four learning pathways are offered:

1. A programme of study and work-related learning and experience that will lead to further vocational training, internships/apprenticeships and employment.
2. A programme of study providing a further 1, 2 or 3 years for young adults to continue to develop their personal life and independent living skills so that they can contribute to society in a number of ways and live an independent or semi-independent life.
3. A vocational programme providing a further 1, 2 or 3 years for young adults to continue to develop their personal life and independent living skills so that they can contribute to society in a number of ways and live an independent life in a supported environment.
4. A bespoke programme of study for learners that require a total communication approach and may use AAC. This is a multi-sensory curriculum to enable the learners to communicate their needs in a supported environment.

Job Summary

1. To identify a learner's strengths, interests, and abilities related to skill acquisition, job development and employment.
2. To use job coaching techniques to support young people's development towards employability
3. To seek appropriate employment consistent with the student's interests and skills and to work with local business and industry to meet their employment needs.
4. To determine and refer young people on the programme to appropriate support services for training and successful employment.

Job Description - Principal Accountabilities

PERFORMANCE RESPONSIBILITIES:

To facilitate the training and integration of Project SEARCH learners into a department rotation and/or competitive work environment.

- Provide individual training and support to the learner at the host business worksite or job which includes: job coaching, building natural supports, identifying Reasonable Adjustments, assistive technology, etc.
- Communicate effectively with any other staff, co-workers, family members, college and supported employment agency personnel as relates to the intern being trained.
- Perform specific department analysis, job analysis, task analysis, and job matching activities.
- Carry out steps of employment plan with learner and other parties as appropriate and attend individual employment planning meetings to know intern's strengths, interests and challenges
- Work with learners, employers, families, job development specialist, steering group partners and other appropriate parties to problem solve issues related to training and employment where necessary.
- Practice positive feedback techniques with learners, colleagues, and other staff.
- Train learners to the required standard in the areas of personal hygiene, communication, interviewing, and self-management as they relate to successful employment at the host business.
- Provide travel training to job site if necessary.
- Communicate with other partners to make final decisions regarding any issues that may affect learner's success at a worksite or job site. These decisions may be related to continued job coaching, fading, self-management, job tasks, etc.
- Explore jobs that match intern's interests and skills and communicate with all team members about job options.
- Attend training programs provided
- Participate in decision-making process to identify and implement training strategies and/or services with other partners and host business staff.
- Coordinates job coaching and other job details with all team members and provide reports for other team members when required.
- Participate in professional growth activities such as workshops, conferences, in-services, etc. and uses information gained to improve performance.
- Act as an effective role model.
- Show enthusiasm and a sense of humour.
- Exhibit an overall positive attitude.

- Use sound judgment and decision-making skills.
- Work as a productive team member with families, college, council and agency supported employment agency personnel.
- Respect individual and cultural differences.
- Protect the privacy of individuals and the confidentiality of information unless disclosure serves a professional purpose or is required by law.
- Avoid action that could result in conflicts of interest.
- The Job Coach will be expected to perform other duties as deemed necessary and appropriate by the Project SEARCH steering group.

PROFESSIONAL RESPONSIBILITIES:

Responsible for performing those duties and activities that ensure learners gain skills required for full time employment prospects.

- Adhere to and promote the standards of the host business and/or competitive work site in order to promote job productivity and efficiency.
- Submit and complete appropriate job coaching paperwork.
- Recognise and act on the legal responsibilities concerning the safety and welfare of the interns.
- Demonstrate daily work assignment responsibilities: is accountable for all hours assigned, is punctual and regular in attendance, and attends appropriate training activities.

Person Specification

Qualifications & Experience

<ul style="list-style-type: none"> • Full clean driving license • BASE Level 3 Qualified Job Coach • Training in System Instruction • Level 6 Qualified Careers Advisor • GCSE accreditation or equivalent, Grade A to C in both Maths and English. • A degree or equivalent. • A levels or equivalent. • Experience of SEN inclusion and/or provision in a food and nutrition related context. • Evidence of recent relevant professional development. • A minimum of 2 years learning support experience. • Evidence of effective working with a variety of parents and carers. • Evidence of being an effective, positive and contributing team member. • Evidence of effective working with a variety of stakeholders and agencies. • Experience of working in more than one setting. • Additional training in SEND. 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
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<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of a range of learning difficulties – complex, severe needs, communication and interaction difficulties and associated challenging behaviours and additional needs. • Ways of improving outcomes in learning, in achievement and in the quality of life for learners with these additional needs. • Curriculum development and accreditation. • The use and application of ICT for learning. • The current Ofsted criteria and all relevant published professional standards. • Knowledge of Health and safety, and food standards 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<p>Skills & Abilities</p> <ul style="list-style-type: none"> • Able to communicate and build strong relationships with employers within the community • Understand the importance of how employment and volunteering is key to being independent. • Ability to work independently but also to be a team player. • Pro-actively lead and support learners’ learning of the process of employment. • Enthuse passion amongst learners to develop their skills to apply for volunteering and employment positions. • Support and challenge learners enthusiastically and be adaptable and flexible, whilst remaining calm and patient under pressure. • Pastoral skills that support student behaviour for learning and their personal development and career readiness. • Establish professional working relationships with colleagues that are characterised by an enthusiastic commitment to helping them overcome challenges. • Ability to inspire, motivate and encourage learners, staff and parents/carers. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Personal Qualities & Abilities</p> <ul style="list-style-type: none"> • Demonstrate optimistic behaviour, positive relationships & attitudes towards learners and staff, and towards parents, governors and members of the local community. • Role model by example – with integrity, creativity, resilience and clarity. • Develop wide, current knowledge and understanding of education and College systems locally, nationally and globally, and pursue continuous professional development. • Communicate compellingly the College’s vision and help drive the learners forward, empowering all learners and other staff members to excel. • Embrace an educational culture of ‘open classrooms’ as a basis for sharing best practice with and between colleagues at all levels. • Provide a safe, calm and well-ordered environment for all learners and staff, focused on safeguarding learners and developing their exemplary behaviour in College and in wider society. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Vulnerable Adults Protection

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure & Barring Service to KCCs satisfaction. The Oaks is committed to the fair treatment of its staff, potential staff or users of its services regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Where applicants have declared a criminal record, the relevance and circumstances of the offences will be considered in relation to the post applied for. Having a criminal record will not necessarily bar that person from working with us.

The Oaks is committed to safeguarding children and young people, a commitment we expect all staff to share and uphold.