

Post Title

Supported Internship Job coach

Responsible To

1. Principal of Forward2Employment
2. Trust CEO

Purpose of the Job

The primary focus of the Job Coach will be to provide work related support to individuals participating in the Supported Internship Programme. You will provide support to interns with a disability and help them develop the skills to perform and learn their role through job accurate, efficient and safe guidance. You may also assist with helping the intern acclimatise to their work environment. You will help employers and other workers to become confident in working with and supporting interns to carry out their duties.

1. Main Duties & Responsibilities

- 1.1 Engage with employers to secure sufficient and realistic employment opportunities for the interns.
- 1.2 Understand the concept of job carving and be able to negotiate job descriptions that meet employer needs and match to the skills and abilities of interns.
- 1.3 Support interns to be successful in their employment, provide an appropriate level of support and guidance in the work place as agreed by the project team.
- 1.4 Implement support plans, which will enable the interns to become competent in work and related skills.
- 1.5 Keep accurate records of job coaching support that is provided.
- 1.5 Acquire or complete risk assessments where appropriate.
- 1.6 Provide on the job training in work settings.
- 1.7 To facilitate other workers to become confident in working with and supporting interns to carry out their duties.
- 1.8 Support learners within English, Maths employability and tutorial sessions liaising with the Forward2Employment tutor to relate the sessions towards the learners' individual placements.
- 1.9 Assist the intern to become an independent traveller.
- 1.10 Assist the intern with their understanding of social rules and behaviours at work and how to follow rules and procedures.
- 1.11 Provide learners with emotional support and the development of their independent life skills.

2. General Duties

- 2.1 Perform any other duties as may be reasonably requested by the Principal or CEO

- 2.2 Participate in appraisal and professional development as appropriate.
- 2.3 Carry out their duties with due regard to the Trust and Forward2Employment policies on equal opportunities, health and safety and child protection.
- 2.4 A commitment to achieving appropriate levels of Communication, IT and Numeracy.
- 2.5 To maintain CPD and participate in appropriate external activities and requirements some of which may be mandatory.

3. Relationships

- 3.1 To regularly liaise with the Principal Curriculum Lead to discuss intern progress and achievement.
- 3.2 The post holder is responsible for liaison with employers as appropriate.
- 3.3 The post holder is responsible for the supervision of the work of the interns and for maintaining efficient working relationships with all interns and staff in the work place and Forward2Employment, and with parents/carers.

4. Communication & Consultation

- 4.1 To promote and foster good relationships and effective liaison with interns and employers parents/carers for all aspects of the internship placements.
- 4.2 To monitor and report to the Head of Provision and Curriculum lead intern progress and maintain intern records on work undertaken, curriculum, progress, communications and emotional health and well-being.
- 4.3 To promote and foster good relationships and effective liaison with other Staff/Employers/Employees to support intern progress.
- 4.4 To promote good relationships and effective liaison with all the appropriate external agency professionals involved with Forward2Employment.
- 4.5 To promote goodwill and positive public relations with individuals and groups in the local area and the wider community.
- 4.6 To contribute to parents' evenings and annual reviews.

5. Health & Safety

- 5.1 To monitor and take responsibility for the Health and Safety standards within programme teams, ensuring that Trust and employer Health and Safety policies and procedures are developed, implemented and reviewed and to maintain an up to date knowledge of Health and Safety legislation as applicable to the role.
- 5.2 To report health and safety issues as they occur in line with policy and procedures.
- 5.3 To promote good safety habits and methods of working.
- 5.4 To make sure that all protective equipment is used correctly as specified by the Health and Safety at Work Act 1974.

- 5.5 To report all accidents and near misses through the correct channels and complete the required paperwork.
- 5.6 To make sure the interns wear the correct PPE (if applicable).

6. Other Responsibilities

- 6.1 To support with the development of internship placements.
- 6.2 To become the link person between the businesses, interns, Forward2Employment and parents/carers.
- 6.3 To support with the delivery of work based education programmes.
- 6.4 To attend placement reviews/meetings as required.

7. Equal Opportunities

- 7.1 To monitor and take responsibility for Equality and Diversity within teaching and learning ensuring that statutory requirements are fulfilled and Trust Equality and Diversity policies and procedures are implemented.

8. Safeguarding

- 8.1 To monitor and take responsibility for Safeguarding within the programme team ensuring that statutory requirements are fulfilled and Forward2Employment Safeguarding Policies and procedures are implemented.

Prepared July 2023