

Fortis Trust – Job Description

Post Title

Supported Internship Job Coach

Responsible To

1. Principal of Forward2Employment
2. Lead Job Coach
3. Trust CEO

Purpose of the Job

The Job Coach plays a key role in delivering high-quality, work-related support for individuals participating in the Supported Internship Programme. The post holder will enable interns with special educational needs and disabilities (SEND) to develop the knowledge, skills and confidence required to learn, perform and sustain their roles through accurate, responsive and safe support. The role includes helping interns to transition successfully into workplace environments, strengthening employer and colleague confidence in inclusive practice, and contributing to positive outcomes for each placement. In addition, the Job Coach will support interns' academic progress, promote independence within the community, and develop the essential life skills needed for greater autonomy and long-term success.

1. Main Duties & Responsibilities

- 1.1 Engage proactively with employers to secure high-quality, realistic and sustainable employment opportunities for interns.
- 1.2 Apply the principles of job carving to negotiate role design and job descriptions that meet employer needs while aligning with interns' strengths, skills and aspirations.
- 1.3 Enable interns to succeed in employment by delivering tailored workplace support and guidance, as agreed by the project team.
- 1.4 Implement support plans that build competence, confidence and independence in work-related and transferable skills.
- 1.5 Keep accurate records of the job coaching support provided.
- 1.6 Complete or obtain risk assessments where appropriate.
- 1.7 Provide on-the-job training in work settings.
- 1.8 Build the confidence and capability of colleagues to work effectively and inclusively with interns in the workplace.
- 1.9 Support learners in English, Maths, employability and tutorial sessions, working in partnership with the Forward2Employment tutor to connect learning to individual placements and strengthen academic progress.
- 1.10 Support interns to develop independence in travel, community participation and day-to-day decision-making.
- 1.11 Assist interns to understand social rules and behaviours in the workplace and to follow relevant rules and procedures.
- 1.12 Provide emotional support and contribute to the development of independent living, resilience and essential 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 duties with due regard to Trust and Forward2Employment policies on equal opportunities, health and safety, and child protection.
- 2.4 Demonstrate a commitment to achieving appropriate levels of communication, IT and numeracy.
- 2.5 Maintain continuing professional development (CPD) and participate in appropriate external activities and requirements, some of which may be mandatory.

3. Relationships

- 3.1 Work collaboratively with the Principal and Curriculum Lead to review intern progress, achievement and next steps.
- 3.2 Develop and maintain effective employer partnerships to support high-quality internship experiences.
- 3.3 The post holder is responsible for supervising interns' work and maintaining effective working relationships with interns, workplace staff, Forward2Employment colleagues, and parents/carers.

4. Communication & Consultation

- 4.1 Build and sustain positive relationships with interns, employers and parents/carers across all aspects of internship placements, ensuring effective and person-centred support for learners with special educational needs and disabilities (SEND).
- 4.2 Monitor, record and report intern progress to the Head of Provision and Curriculum Lead, maintaining accurate records of work undertaken, curriculum, progress, communication, and emotional health and well-being.
- 4.3 Promote and foster effective liaison with other staff, employers and employees to support intern progress.
- 4.4 Promote good relationships and effective liaison with all appropriate external professionals involved with Forward2Employment.
- 4.5 Champion positive public relations and community engagement with individuals and groups in the local area and wider community.
- 4.6 Contribute to parents' evenings and annual reviews.

5. Health and Safety

- 5.1 Monitor and take responsibility for health and safety standards within programme teams, ensuring that Trust and employer health and safety policies and procedures are implemented,

- reviewed and kept up to date, and maintain current knowledge of relevant health and safety legislation.
- 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 Ensure that all protective equipment is used correctly, as specified by the Health and Safety at Work Act 1974.
 - 5.5 Report all accidents and near misses through the correct channels and complete the required documentation.
 - 5.6 Ensure that interns wear the correct personal protective equipment (PPE), where applicable.

6. Other Responsibilities

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

7. Equal Opportunities

- 7.1 Monitor and take responsibility for equality, diversity and inclusion within teaching and learning, ensuring that statutory requirements are met and that Trust policies and procedures are implemented.

8. Safeguarding

- 8.1 Monitor and take responsibility for safeguarding within the programme team, ensuring that statutory requirements are met and that Forward2Employment safeguarding policies and procedures are implemented.

Prepared June 2026