

Our mission is: 'Inclusion, realising potential; transforming lives'

JOB DESCRIPTION

Job Title: Supported Internship Job Coach

Responsible to: Curriculum Manager

Accountable to: Assistant Principal

Job purpose

Under the general supervision of the Curriculum Manager and Supported Internship Coordinator, the Job Coach will support learners with learning and/or physical disabilities in the workplace to enable them to enhance their strengths and improve their job skills. Deliver excellence in all aspects of Job Coaching ensuring effective coaching, vocational profiling and discovery and effective employer engagement.

Key responsibilities

- To contribute to the effective running of the provision.
- To identify levels of ability and support needs in the work place.
- Develop effective job coaching
- Assist interns to discover and overcome their personal barriers and set goals
- Identify risks and report where appropriate.
- Assess the strengths of individuals and teach them to use them effectively.
- Guide interns in learning to complete job tasks.

- Assist interns in learning communication and social/life skills needed for the work place.
- Understand the concerns of the individual, carers and employers, facilitating understanding and communication on an ongoing basis
- Support employers more in identifying areas for interns to develop within the business and reasonable adjustments that can be made.
- Ensure a planned approach to support maximum participation of the supported intern and/or employee in job- and job-related tasks. Continually seek ways to increase the individual's independence and competence in job- and job-related tasks
- Identify, wherever possible, strategies for fading, use of natural and other supports, accommodations or aids and adaptations to minimise reliance on the job coach
- Monitor and evaluate progress of clients through record keeping and timely reports.
- Contribute to EHCP annual reviews

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-



one is affected by individual acts or omissions.

- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our College values are:

We put our students and customers first - prioritising their inclusion, learning and progress, supporting their health and wellbeing and realising their potential

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, galvanising them through inclusive practice, recognising the difference they make and rewarding them for the work they do

We pursue excellence in all we do - a passion for inclusive, high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We embrace change - looking forward to the future, maintaining a growth mind-set, exploring new routes to inclusion, partnership and collaboration, harnessing AI safely and ethically for



efficiency, digitalising and embracing new technologies, anticipating and responding to ongoing economic and social needs and demands

We collaborate and work in partnership with others - actively seeking opportunities to become more inclusive, working with others in the best interests of the college community and key stakeholders, delighting our customers

We operate sustainably, ethically and responsibly – adding social capital through inclusion, working to achieve net zero carbon targets and enhancing biodiversity, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency – balancing an inclusive educational character with cost effectiveness, ever-mindful of an increasingly risk-laden and unpredictable operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



PERSON SPECIFICATION

Qualifications

- English and Maths GCSE grade 4 (or above) or equivalent

Experience and knowledge

- Working with and successfully dealing with employers.
- Identifying risk and risk assessment.
- Working with people with learning disabilities that includes: ASD, ADHD, Dyslexia
- Providing job coaching support.
- Basic knowledge of Health & Safety at Work Act.

Desirable:

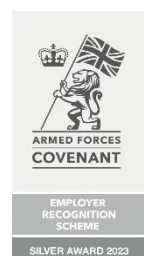
- Training in Systematic Instruction
- Experience of managing budgets.
- Understanding/awareness of Equal Opportunities

Skills and abilities

- Good negotiation skills.
- Ability to communicate effectively with users of the service.
- Ability to communicate effectively both orally and in writing, with other staff, clients, employers and other professionals.
- Ability to work independently
- Ability to show empathy and understanding towards clients.
- Ability to promote and work towards increasing independence amongst the user group.
- Ability to keep records.
- Willingness to undertake all relevant training.

Desirable:

- Ability to be self-motivated and use personal initiative within a structured framework.
- Ability to work under pressure.
- Ability to work flexibly.
- Clean driving licence and access to a car for work.



Updated September 2025

