

# Job Description

## Job Coach

### Role Summary:

Working closely with learners who have employment outcomes on their Educational Health Care Plans (EHCPs), their parents, employers and colleges, you will prepare and support learners for employment opportunities and independent living. Key responsibilities will be to establish effective links with employers, provide learners with realistic work placements, and monitor and support them while at work. You will also carry out relevant administration and produce risk assessments and reports on learner performance within the work place.

You will need to possess good organisational and administrative skills, good working knowledge of Microsoft Office packages, communication skills, and enthusiasm for working with young people in the workplace and community.

You will be accountable to the Curriculum Manager.

Our job descriptions are all written with the following four key points about MacIntyre in mind:

#### 1. Our Vision

For all people with a learning disability to live a life that makes sense to them.

#### 2. Our Mission

We will support a sense of wellbeing through a celebration of each person's unique gifts, talents and contributions, the quality of our relationships and ensuring the promotion of real opportunities to connect with others.

#### 3. Our purpose

To achieve excellence in everything we do.

MacIntyre's "*primary purpose*" is to make a positive contribution to the lives of children and adults with disabilities. We make this contribution by ensuring that all our interactions are great, that our knowledge and skills represent excellence and that we support people to develop purposeful and warm relationships. Our "*secondary purpose*" is to have a positive influence in our local communities and on our sector by connecting well, nurturing partnerships and demonstrating best practice.

#### 4. Our DNA

MacIntyre has a particular way of working with people and because it is so important to all our activities we call it our DNA. It is a combination of our values and the way that we put those values into actions that is unique to MacIntyre. Through our Promises and Value Base, the promotion of Great Interactions™ and Person Centred Approaches, we aim to support every person to live a life that makes sense to them, with a level and style of support of their choosing.

### Responsibilities

You will be required to carry out a range of duties within your role. The key responsibilities are detailed below but there will be other duties consistent with the role that you may be requested to undertake by your line manager.

## The People We Support

1. Working with and supporting young people with learning difficulties and disabilities.
2. Supporting learners to prepare for employment opportunities and develop their skills in researching and applying for jobs within their local area.
3. Working with learners both individually and in groups to produce work-related learner profiles.
4. Assessing learner profiles and matching them with realistic work placements
5. Supporting learners with travel training to placements, and providing one to one support if necessary.
6. Enhancing learning opportunities in developing skills and knowledge within working role, and creating work-related opportunities for young people.
7. Developing and implementing effective coaching strategies to help learners overcome employment-related challenges.
8. Providing information on suitable career paths based on learner skills, qualifications, interests and experience.

## Our Staff

9. Attending training opportunities for Continued Personal Development (CPD) with your role.
10. Communicating effectively with wider working team.
11. Making contact and establishing links with employers to agree a range of work placement opportunities for learners.
12. Forming and maintaining appropriate professional boundaries.
13. Creating learner profiles and matching them with realistic and meaningful placements.
14. Holding current driving licence and having access to reliable car and business insurance
15. Complying with and actively promoting Macintyre's equal opportunities policy

## Quality

16. Keeping accurate records and notes relevant to learners' progress, and producing reports.
17. Creating employment tools and resources that are in line with the employment curriculum.
18. Participating in and contributing to the company in-service and training activities.
19. Participating in any other duties commensurate with the general level and scope of the post as may be required.
20. Working with college staff and Programme Coordinators to ensure the work placement meets key elements of the curriculum (such as Health and Safety, Customer Service, Time-Keeping and Team Work)
21. Carrying out risk assessments for all activities, including travel, projects and placements.

## Sustainability

22. Managing time effectively between supporting learners and completing administration duties.
23. Taking an active part in appraisals, supervisions and mentoring processes.
24. Occasionally working other hours than those stated.
25. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the company.

## Leadership in MacIntyre requires you to:

26. Be creative and person-centred in your approaches.
27. Be visible, accessible, approachable and build rapport with learners.

28. Behave in a way that demonstrates that you take ownership and responsibility.

## Person Specification

Below is a list of the typical skills, qualities and experience we would expect you to have to enable you to carry out this role successfully, and how they underpin the Responsibilities set out above in this Job Description.

Skills Qualities & Experience	People We Support	Our Staff	Quality	Sustainability
Experience of working with learners with learning difficulties and disabilities.	x			
Minimum of Level 3 Award in Education and Training or equivalent	x	x	x	x
Hold or willingness to work towards qualification in job coaching minimum level 3 within the first 12 months of role	x	x	x	x
A commitment to a Person-Centred Approach that is focussed on the needs and aspirations of people we support placing them at the centre of all planning.	x			
Experience of leading a team to deliver personalised services within the sector	x			
Ability to facilitate a culture of self-advocacy and co-production	x			
Skilled in identifying and accessing local networks and resources to support people to engage with new experiences and activities	x			
Experience of managing people, for example coaching, mentoring and / or supervising and appraising staff. Ability to identify and address learning and development needs of others.		x		
A working knowledge of recruitment practices including the importance of a timely, proactive, efficient approach which involves people we support		x		x
Experience of developing and maintaining effective working relationships with a wide range of stakeholders		x	x	x
Experience of leading, motivating and inspiring a team and others through your actions		x	x	
The ability to understand issues from others' view points and build an atmosphere of trust and openness.		x	x	
Experience of giving and receiving (then acting upon) honest and constructive feedback	x	x	x	
A working knowledge of relevant legislation including Equal Opportunities, Diversity, Human Rights, Safeguarding, Health & Safety, GDPR.	x	x	x	x
A good standard of numeracy, literacy and IT skills with the ability to effectively communicate via email, word and excel and produce written reports	x	x	x	x
A working knowledge of relevant policy, external regulators and their roles / expectations (including but not limited to Ofsted and DofE)	x	x	x	x
Current driving licence (ability to travel necessary for this post) and willingness to drive company vehicles				x
Ability to achieve appropriate vocational qualifications and training in line with the Continued Personal Development (CPD) as required.			x	x
Ability to work flexible hours including evenings, bank holidays, waking nights and weekends including on call (as and when required)	x	x	x	x