

**Buxton and Leek College (part of University of Derby)**

**Job Description**

# **Job Summary**

## **Job Title**

Job Coach

## **College/Department**

Buxton and Leek College, Foundation Learning (High needs)

## **Location**

Buxton & Leek campuses

## **Job Reference Number**

0004-25

## **Salary**

£27,280 to £29,634 per annum (for exceptional performers, there is scope for further progression up to £34,090 per annum)

## **Reports To**

Supported Employment Lead

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The post holder will support our students with specific needs and disabilities who require assistance in the workplace, planning with them a strategy to develop their independence in work.

The post holder will offer 1-1 and small group support helping young people to learn, accommodate and perform work duties. Key elements of the support provided must include mentoring, support action planning and completing and maintaining accurate records.

The postholder will work closely with curriculum staff, our Work Experience and Job Coach Coordinator and with employers to create opportunities for students with Special educational needs and disabilities (SEND) to develop meaningful work skills and experience, supporting them on their pathway to employment.

The post holder will work with individuals delivering work preparation courses, and support people to find employment. They will also engage with local employers sourcing work placements, voluntary roles and paid work.

The post-holder is expected to fully engage with and carry out all safeguarding responsibilities as required by the role.

## **Principal Accountabilities**

1. Interview learners, complete employment /job profiles, tutorials/1:1s, act as a key worker to a group of young people with learning difficulties / barriers to work and lead on tasks/projects as required.
2. Prepare young people for employment, developing employability skills in the classroom, through small group sessions, on enterprise activities, 1:1 work, on work placements or in paid work, including apprenticeships.
3. Develop creative and innovative ways of working with young people to engage, motivate, equip and progress them into the world of work.
4. Build relationships with other providers and support agencies in holistically supporting young people.
5. Working alongside Buxton and Leek College’s Work Experience and Job Coach Coordinator, actively help promote employment related projects and support on them where necessary.
6. Build a relationship with and liaise with employers to find paid employment for young people with Learning Difficulties/barriers to work.
7. Complete task analysis on prospective jobs, support young people when they start work and produce any support materials/adaptations required.
8. Provide regular, on-going and easily accessible support for the employer and trouble shoot any potential problems.
9. Develop and maintain an in-depth knowledge of the local job market to identify trends and opportunities for employment.
10. Work towards given targets around caseloads of young people and in progressing them into paid employment, including apprenticeships.
11. Maintain accurate records and assist in the preparation, collation, and presentation of statistical and other information, and to prepare reports.
12. To comply with the requirements of Safeguarding Children and Vulnerable Adults, Prevent, Health and Safety, Quality and other University policies including Equal Opportunities, Risk Management and Equality and Diversity.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Level 3 qualification or equivalent experience
* Level 2 qualification in literacy and numeracy (e.g. GCSE English and Maths at grade A\*-C)
* Hold or be willing to work towards Specific training in TSI (Training in Systematic Instruction), in addition to further training that may be required as part of the role

#### **Experience**

* Experience of supporting young people in education/ workplace settings and experience of working with young people with Learning Difficulties and Disabilities including specific learning disorder (SLD) and Autism spectrum disorder (ASD), implementing effective supportive strategies and adjustments
* Experience of forming active relationships with employers, account management and progressing young people into paid work/apprenticeships through these
* Experience of networking and forming links with other providers, support agencies and potential referral points

#### **Skills, knowledge & abilities**

* Ability to support young people with their learning and work preparation including the development of support materials
* Focused on the provision of excellent services to all young people.
* Ability to use systems and technology to effectively and efficiently undertake the role
* Solutions provider, focused on outcomes, self-motivated and able to work on own initiative
* Excellent interpersonal skills with the ability to adapt communication to meet the needs of young people and to communicate effectively with employers
* Ability to work towards deadlines, targets and be able to manage own work/diary
* An inclusive approach to Individuals with differences
* The skills to advocate for young people with additional needs

#### **Business requirements**

* Completed DBS check with child barred list
* Willingness and flexibility to travel and work between College and external sites in a cost effective and timely manner

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).