

JOB DESCRIPTION & PERSON SPECIFICATION	
Director Area: Children's Services	Job Ref Number: 03798
Service Area: SEND – InspireU	Grade: G5
Job Title: INSPIREU Job Coach	
<p>PURPOSE OF JOB: To support the learners attending the InspireU to access work experience opportunities and placements via the Supported Internship Programme. Support for learners will be bespoke, and can involve travel support as well as on the job support. Job coaches will advise employers to ensure that reasonable adjustments are put in place for the learners. Support provided will be in accordance with policies, procedures and guidelines of the Directorate, BASE, Ofsted and Education Health and Care Plans where appropriate.</p>	
<p>TEAM STRUCTURE:</p> <div style="text-align: center;"> <pre> graph TD A[INSPIREU Principal] --> B[Senior Lead] B --> C[Provision Manager] C --> D[Job Coach] </pre> </div>	
MAIN DUTIES:	
1	Working with learners at INSPIREU to help them access their work experience or Supported Internship placements that have been sought and established by the Employment Co-ordinator.
2	The Job Coach will support learners helping them to complete a vocational profile and by providing basic IAG around their chosen/potential career paths.
3	The Job Coach will liaise closely with the Employment Co-ordinator ensuring that they have read the vocational profile of the learner, the One Page Profile and where applicable, the Education Health and Care Plan, and to fully understand their remit in working with the learner.
4	Working collaboratively with the Employment Co-ordinator, to manage own diary and caseload, to ensure individuals have appropriate support on days and times that they require it.
5	To attend meetings and reviews with wider INSPIREU staff and the learner they are supporting, in order to build a rapport with the learner and understand the learners Special Educational Needs and/or Disability (SEND).
6	To complete any travel training for individuals to access work placements, including planning the safest route to the location, supporting the individual on the journey, gradual withdrawal of support and completing any risk assessments as required.

7	To support the learner at work (job coaching) this may include working unsociable hours, undertaking a variety of tasks, being creative in supporting the individual to overcome any issues whilst in the workplace. This can include working in a variety of settings from factories, to cleaning, to engineering etc.
8	To build and maintain trust with the learners and their employers. To develop partnership approach working with individuals, their families, carers and employers ensuring a Person Centered Planning approach is used at all times.
9	Working in collaboration with the Employment Co-ordinator to complete risk assessments for Independent travel, work placements and any other risks which may be necessary.
10	INSPIREU has seven sites across Lincolnshire and there may be times where the job coach is asked to provide support to other colleagues i.e. providing cover in other geographical areas as necessary.
11	To support the wider INSPIREU team by attending internal and external meetings, conferences, parents evening and open days, assisting with and presenting at workshops, undertaking presentations, supporting and informing working groups, etc.
12	Preparing reports and briefings on learners' progress at each stage of their development to identify achievements and areas where further work is needed.
13	Promoting the development and learning (physical, emotional, educational, and social) to aid growth self-esteem confidence, ultimately working towards the learner becoming independent.
14	To transport learners in own vehicle where required, to support the learner in attending work placements, job interviews, exams etc.
15	To maintain own continued professional development and attend relevant training and/ staff development programmes including wider networking as appropriate.
16	Actively promote and embed equality and diversity, Core British values and the Prevent agenda.
17	Actively contribute to the County Council's and INSPIREU's safeguarding children and vulnerable adults agenda.
18	Take full responsibility for ensuring the Health & Safety of learners under their supervision.
19	To remain up to date and compliant with all relevant legislation, funding requirements, policies and professional codes of conduct in order to ensure compliance and uphold standards of best practice.
20	Undertake any other duties consistent with the overall purpose of the job.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Ability to support young people (16-25 years old) who have SEND.	A/I	Y	
Ability to communicate effectively with vulnerable young people	A/I/T	Y	
Ability to work in a flexible manner in order to respond to the challenging demands of working within a small education provision	A/I	Y	
Experience of working with challenging vulnerable and high needs learners	A/I	Y	
Ability to build and maintain relationships with external organisations, including employers	A/I	Y	
Ability to set, review and monitor targets in order for learner to get the most from their programme	A/I	Y	

Excellent interpersonal skills and the ability to communicate effectively, verbally and in writing at all levels	A/I	Y	
Ability to use ICT effectively, as a means of communication, research, document production, the recording and filing and presentation of information.	A/I/T	Y	
Driving licence and access to own vehicle	A/I	Y	
Knowledge of Study Programmes, Supported Internships and Traineeships	A/I		Y
Knowledge of Health and Safety practices in the workplace	A/I		Y
IAG Level 2 Qualification	A/I	Y	
IAG Level 3 Qualification	A/I		Y
Training in Systematic Instruction (TSI)	A/I		Y
Therapeutic Crisis Intervention Training	A/I		Y
English, Maths and ICT qualifications to at least level 2	A/I	Y	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.