

**As one of the top 10 colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.**

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Job Coach**?

<b>Job Title</b>	Job Coach
<b>Ref No.</b>	ME2425111
<b>Department</b>	Skills Development and Progression
<b>Reporting to</b>	Curriculum Manager
<b>Location</b>	Northampton, Booth Lane Campus
<b>Salary</b>	<p>In the range of £25,798 - £28,513 per annum</p> <p>Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.</p>
<b>Hours</b>	37 hours per week, 52 Weeks per year
<b>Contract Type</b>	Permanent

**We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).**

**If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.**

## REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.40%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



# Job Description

## Role Purpose

To work on the Supported Internship Programme, engaging with young people in College with Education, Health & Care Plans (EHCPs) to assist them to gain supported work experience or supported internship that leads to paid employment.

To provide advice and guidance to enable students to seek and access employment experiences with a long-term view of accessing paid employment/increased independence.

Support employers to provide suitable work placements for learners advising on reasonable adjustments as required.

## Main Duties and Responsibilities

1. To assist learners to aspire to paid employment and to advise learners of the financial and social benefits or work-related activities.
2. To develop learners' skills and knowledge of themselves, expectations, needs and areas for development in relation to the world of work.
3. To assist teaching staff in planning students' employability skills development and recording actions and progress on an individual learning plan.
4. To secure Supported Internship placements with employers for learners with learning difficulties and disabilities, advising and helping with Access to Work arrangements where appropriate.
5. To identify suitable placements/internships, which meet the needs of this learner cohort, taking into account suitability of placements and relevant safeguarding issues. Ideally identifying employment opportunities that match the skills and interests of the young person.
6. To plan and implement independent travel programmes to enable students to access the workplace.
7. To provide mentoring, coaching, support and guidance to students on work placement/internship including mobility, behavioural, employability and personal support.
8. To maintain positive relationships with employers to establish successful work placement opportunities.
9. To advise and support work-based supervisors/employers to provide reasonable adjustments to accommodate learners with learning difficulties/disabilities in the workplace, including the adaptation of the working environments.
10. To manage and develop employment and learning related resources appropriate to learner needs and complete placement paperwork.
11. To maintain College recording systems for student placements and maintain accurate and appropriate records as required.
12. To monitor students' progress and help learners record and evidence their skills development.
13. To provide appropriate and effective feedback on progress to curriculum managers, coordinators, students, tutors and employers/placement/internship providers.

14. To liaise closely with Teachers/Coordinators and the Business Development Team to identify specific course requirements in relation to placements being sought.
15. To support students with the completion of their Disclosure and Barring Service (DBS) application form and medical questionnaires.
16. To work with learners towards securing sustained paid employment if there is the opportunity for them to be employed following their placement/internship.
17. To carry out examination invigilation duties as required.

# Person Specification

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 Special Educational Needs and Disabilities (SEND) qualification</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>An awareness of the Special Educational Needs and Disability (SEND) and Education Health and Care Plans (EHCPs)</li> <li>Understanding of the impact of Special Educational Needs and Disabilities (SEND) on learning and strategies to support students</li> <li>A understand on reasonable workplace adjustments, in accordance with the Equality Act 2010</li> <li>An understanding of government initiatives such as Access to Work</li> <li>Knowledge of the careers and labour market</li> <li>Understanding of, and commitment to, the principles of equity, inclusion and belonging</li> <li>Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting</li> <li>Understanding of the principles of data protection</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Enthusiastic, motivated and committed to supporting young people</li> <li>Ability to effectively engage and manage students on a one-to-one basis (and in small groups</li> <li>Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders</li> <li>Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook</li> <li>Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines</li> <li>High levels of attention to detail and accuracy</li> <li>Ability to provide a responsive and professional level of customer service at all times</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of supporting young people in education</li> <li>Experience of working in a fast-paced customer focused environment</li> <li>Experience of working in a fast pace administrative role</li> <li>Experience of providing information, advice, and guidance within an educational setting.</li> </ul>	

	Essential	Desirable
Attributes	<ul style="list-style-type: none"> <li>• Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence</li> <li>• Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach</li> <li>• Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions</li> <li>• Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments</li> <li>• Priorities the needs of the team, customer, and the organisation</li> <li>• High degree of integrity and honesty</li> <li>• Empathetic: demonstrates thoughtfulness towards others</li> <li>• Resilience: able to recover from setbacks quickly</li> <li>• Self-motivated: demonstrates initiative, positivity, and a proactive approach</li> <li>• Positive role model for students</li> </ul>	

## GENERAL

**You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.**

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

