

CANDIDATE PACK

#THEPLATFORM



Job Title:
Job Coach SEND



About Us

London South East Colleges is a thriving further education college with seven campuses across Bexley, Bromley, Greenwich and Lambeth.

Our ambition is to transform lives by the power of learning. We know that education has a hugely positive impact on people's lives and are passionate about helping people to realise their potential.

We are determined to make a positive difference to our local communities. Our college operates as a social enterprise, generating social value and supporting social mobility for all.

We constantly seek new talent to join our organisation and welcome applications from people with a wide range of skills and experience. We value our staff and are committed to investing in them and their futures – offering competitive salaries, benefits and training packages.



Our Mission, Vision and Values

London South East Colleges will endeavour to be true to its values and ensure we deliver on our mission: to provide leadership, knowledge, and resources to unleash the power of learning as an agent for social change.

Vision

Transforming Lives through the Power of Learning: We believe that education changes lives and communities for the better.

Values

Lead Locally

We take our public responsibility seriously. We serve communities and respond to their needs, creating social value and making a strong impact. We are more than education. We are leaders in the community

Act Responsibly

Acting responsibly is core to everything we do. We are ethical, we have integrity, and we operate responsibly, treating everyone with respect. We don't let people fail. We always do the right thing

Fearless Pioneers

One step ahead, we look courageously to the future and stand out with confidence. We take the lead in shaping the local and national agenda and are true pioneers of the sector. We are never afraid to take things on

Continuously Innovate

Through our sector-leading research and evidence-based policies, we promote best practice. We continually learn, looking outwards and inwards to support and improve the wider system through our innovative approaches

People First

We are inclusive to everyone. We take a principled and personalised approach by learning, listening and treating everyone as individuals. All decisions are made with people at the centre.

General

The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All College employees are required to undertake the following general duties:

- Carrying out such other duties as may be reasonably requested by the line manager, or any more senior manager
- Compliance with health and safety policies and procedures and risk assessments
- Sharing in the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Awareness of the College's Equality and Diversity policies and targets, and actively promoting equality of opportunity
- Ensuring adherence with Risk Management Policy.
- To assist at College enrolment/promotional events/induction/open evenings as required (which will entail occasional attendance for which time off in lieu will be agreed)

Our STARS framework:

- **Standout** - we will stand out. We are a good education group with outstanding features. Keen to innovate, we create social value and push the boundaries to achieve more.
- **Teamwork** - we are a team. Together, we get the job done. Together we achieve our goals. It's everyone's job to step in and help.
- **Accountable** - we own our actions. We take responsibility. We are accountable for the decisions we make and how these affect others. We own this.
- **Respectful** - we respect everyone- full stop. Diversity is valued, and we maximise this as a talent and strength.
- **Striving** - every day we strive to be better. To achieve more. To continuously improve in all that we do. Individually, and as a group.



Job Description

Post: Job Coach

Reports to: Transition & Support Manager (SEND)

Hours:

Spine point: 20-22

Main Purpose:

To support learners to access the workplace, develop relevant skills and progress into employment

KEY RESPONSIBILITIES OF THE JOB HOLDER:

Pre-placement at Work

- To assist in sourcing potential employers, identifying possible internships through cold calling, visits and liaising with other departments
- To undertake job matches and job analysis.
- To assist interns to prepare for work interviews
- To support interns to develop CV's and writing skills
- To provide travel and mobility training
- To accompany interns on visits to the workplace prior to starting a job

Support for Employers

- To explain an intern's strengths and support needs
- To share successful strategies (e.g. for communication or disciplining an intern)
- To share information about a particular condition of impairment
- To introduce the intern to his/her colleagues and offering advice on how to best support and include him/her
- To identify additional and/or more challenging tasks or roles that an intern could take on
- To work with employers by suggesting appropriate ways to explain tasks and accessible resources
- To ensure interns are on task and meeting workplace standards and expectations (e.g. for time keeping/attendance)

Workplace Support

- To attend workplace inductions and first day or first few weeks at work (offering reassurance, how to perform work duties)
- Mentoring and confidence building
- To learn the job role in readiness for training the intern
- To train the intern to master tasks
- To model workplace behaviours
- To target set, monitor and review progress as well as encouraging intern's self-assessment/reflection
- To make regular workplace visits
- To carry out workplace assessment and observation of interns
- To produce visual or written aids and reminders to interns (e.g. step by step task list) and by re-phrasing or repeating employer instructions to check interns' understanding
- Negotiate an increase in responsibilities or new activities to stretch and challenge and support interns to try out new ways to do things if they are not successful at first
- Trouble shooting or advocating for intern when things go wrong

Other Duties

- Liaise with parents, outside agencies, tutors and employers
- Reinforcing classroom learning and employability skills
- Assess areas for improvement and abilities
- Providing support for employers, train them on what to do, what learning needs are and how they can best support
- Providing feedback to the learners, offering advice and strategies
- Helping learners to look for paid employment and online applications
- Keeping records, log books, work experience reports over the year
- Building good working relationships with learners, staff, employers
- Liaise with course leader regarding any issues, ideas, placement opportunities

Extra Duties

- Agreeing reasonable adjustments for interns if needed and negotiating job carving opportunities
- Act as mentor for Job Coach apprentices already in place and train new apprentices
- Act as main point of contact for learners for both employers and parents
- Devise a vocational profile brief to document all learner interests to assist in placement searches
- Regularly meet with all employers to discuss progress and address any issues
- Keep parents informed of progress
- Set up contracts, Health and Safety documents, folders for reports etc. for new academic year

GENERAL:

The scope of this profile reflects the needs of the College at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the College change over time.

Person Specification for Life Skills Tutor

Qualifications

	Essential	Desirable
A good standard of general education.	✓	
Minimum of Level 2 Maths and English or willingness to work towards and complete.	✓	
Job Coach qualification or willingness to work towards and complete	✓	

Knowledge and Experience

	Essential	Desirable
Experience of working in a multi-cultural environment.	✓	
Successful track of supporting and developing work skills	✓	
Understanding of safeguarding issues for the learner group and experience in the maintenance of safe learning and work environments and equipment	✓	
An understanding of the discrimination and difficulties faced by people with learning difficulties and an ability to respond sensitively to their needs.	✓	
Experience of working with young people with SEN in a work setting or FE environment.	✓	

Skills and Competencies

	Essential	Desirable
An ability to establish and maintain good working relationships with students, employers, teachers, parent/carers and, other agencies involved with the students.	✓	
Ability to work effectively as part of a team.	✓	
Excellent communication skills both written and verbal	✓	

	Essential	Desirable
Good IT skills	✓	
Ability to communicate signing MAKATON/ BSL/ Sign-a-Long.		✓
Willingness to work with initiative and without specific direction.	✓	
A willing, flexible, and adaptable approach to work and a willingness to adopt a flexible work pattern	✓	
An understanding of, and commitment to, the College's Equality and Diversity policies	✓	
A commitment to continuous professional development at both personal and team levels	✓	
Prepared to operate in accordance with the College's Health and Safety Policies	✓	
The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	✓ ✓	



How to Apply

To see all our roles and to apply now visit careers.lsec.ac.uk