NEW BRIDGE
MULTI ACADEMY TRUST

T. 0161 883 2401 **E.** info@newbridgegroup.org **W.** www.newbridgegroup.org

Job Description and Person Specification

Job Coach

Job Description	
Job Title:	Job Coach
Pay Grade / Scale / Range:	NJC Scale 5 - SCP 12-17 To be confirmed based on experience
Benefits & Perks:	Term time, TOIL, Occupational Pension Scheme
Working hours:	**36 hours 40 minutes - Term Time only (195 days)** You must be available to work other non-contracted hours as designated by senior leaders. This will be paid or accrue TOIL.
Location:	Initially based at New Bridge College. You may be required to work at any site of the New Bridge MAT
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	Assistant Head of College/Senior Job Coach
Staff responsible for:	None
Accountable to:	Head of New Bridge College
Probationary period:	26 weeks for new staff to the organisation

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Job Coach

Purpose of the post

To support young people on employment placements. To liaise with external parties to ensure the smooth running of placements and work to generate new opportunities with employers throughout the Greater Manchester area. To supervise and support students to undertake agreed learning activities linked to the employability curriculum and personal learning strategies.

Key Tasks- Support for Pupils

1. Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations

2. Supervise and support pupils to undertake agreed learning activities / internship placements linked to employability curriculum and personal learning strategies across the key stages relevant to your setting

3. Adjusting activities according to pupil responses and needs, particularly to take account of their Statements of Need and how their needs may vary on different days

4. To ensure safety, welfare and personal care are attended to with dignity, empathy and respect. The pupils may also need assistance to access different areas of the host site. Following appropriate training, administer first aid to pupils in line with New Bridge Group procedures

5. To support the pupils with eating and drinking where necessary, following feeding and swallowing training appropriate to the pupil who is being supported

6. Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in activities led by the job coach or teacher

7. Promote self-esteem and independence amongst pupils

8. To assess, supervise, assist and support pupils, typically those with Statements of Special Educational Needs and/or Statements of Social, Emotional and Behavioural Difficulties, to access learning activities and job placements, through in-depth knowledge of the curriculum and knowledge of how pupils learn

9. The role may include supporting and implementing pupil's personal programmes, relating to social, health, physical, hygiene and welfare matters, and appropriate communication methods

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10. Make effective use of ICT in learning activities and develop pupils' competence and independence in its use

11. Provide specific feedback in discussion with pupils on their progress and achievement, in line with New Bridge Group policy

12. Liaise with project lead and department heads within the host site to ensure a wide variety of placements are available

13. Perform specific job analysis, task analysis, and job matching support to students and host employers

14. To assist with the coordination of the rotation of placements for students at the host site

15. To provide individualised support to students whilst on a placement and on educational visits/transition visits/medical visits where appropriate

16. To communicate effectively with the teacher, head of department, other job coaches, host employers staff, co-workers, family members and external agency staff

17. To work with students, employers, families and external agencies to problem solve any issues relating to training and employment

18. Monitor and record daily attendance at host site and to inform departments of absences

17. To identify and refer students for travel-training where appropriate

Key Tasks - Supporting Teaching and Learning

1. Assist in developing and maintaining a positive link between the New Group and the pupil's homes and to further establish and maintain regular contact with the families/carers of pupils being educated by the New Bridge Group. This may involve home visits and attendance at multi-agency meetings including annual reviews

2. Support the role of parents in pupil learning and contribute to meetings with parents to provide constructive feedback on pupil progress, achievement, problems etc

3. Deliver learning activities, which are part of Supported Internship learning strategies, relevant to your setting, to pupils within an agreed system of supervision, adjusting activities according to individual pupil learning styles and needs. This will involve individual, group and whole class work and may take place when the teacher is not present

4. Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, both in lessons and other activities. Systematically record pupils' progress and achievements, ensuring availability of appropriate evidence

5. Organise and manage an appropriate learning environment and resources

6. Provide clerical support for teachers and senior job coaches, e.g. photocopying, filing, record-keeping, collecting money, checking of deliveries and placing goods in stock and maintaining records of stock; administering coursework, production of work sheets for agreed activities

7. Assist with the display of pupils' work

8. Administer and mark straightforward routine tests, e.g. spelling or mental arithmetic, and invigilate tests as required

9. To provide and share information for pupil progression targets and annual reviews

10. To have involvement with setting and monitoring student targets

11. To complete EV forms if necessary

General Tasks- Supporting the organisation

1. Promote positive values, attitudes and good pupil behaviour. Anticipate and manage promptly with challenging behaviour, conflicts and incidents whilst encouraging pupils to take responsibility for their own behaviour, in line with established New Bridge Group policies, e.g. the use of team-teach

2. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the line manager, to support the achievement and progress of pupils. Contribute to the development of appropriate multi-agency approaches to supporting pupil

3. To transport pupils to enable them to access a broad and balanced curriculum. (Following specific training and appropriate checks on own vehicle and insurance where appropriate)

4. Deliver out-of-school learning activities within guidelines established by the New Bridge Group

5. Where appropriate, contribute to the identification and implementation of appropriate out of school learning activities, which consolidate and extend the school activities

6. Provide cover for classes during short-term absence of teachers or a senior job coach within the agreed system of supervision. Maintain good order and keep pupils on task. This could involve adjusting activities to take account of pupil needs and responding to pupil questions

Other Duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all

2. To uphold and promote the values and the ethos of the New Bridge Group

3. To implement and uphold the policies, procedures and codes of practice of the New Bridge Group, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection

4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the New Bridge Group, e.g. challenging a stranger on the premises

5. To participate and engage with workplace learning and development opportunities, subject to the group's training plan, working to continually improve own performance and that of the team/New Bridge Group

6. To attend and participate in relevant meetings as appropriate

7. To undertake any other additional duties commensurate with the grade of the post

Responsible to: Assistant Head of College/Senor Job Coach

Responsible for: None

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	September 2017	SSH	HR Manager
REVIEWED			

PERSON SPECIFICATION

PLEASE NOTE: The Selection panel will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the panel's satisfaction) will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	**Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework** **Training in relevant learning strategies e.g. literacy/ a Key Stage and/or training in a particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.**		AF / I AF / I AF / I
Experience	**Extensive experience of supporting students with learning activities on a 1:1 basis or small groups** **Experience and proven track record of working with external parties including families/carers to solve issues** **Some experience of delivering under a scheme of supervision** **Experience of producing detailed assessments and analysis of students' behaviour** **Experience of successfully implementing interventions in supporting social, emotional and behavioural needs** Experience of preparing/contributing to learning resources to support learning programmes		AF / I AF / I AF / I AF/I AF/I AF / I

	Experience of effectively using ICT and other technology and resolving straightforward problems in their operation		
Skills & Abilities	**Able to use own transport to drive to various locations within the Oldham/Manchester area.** Interpersonal skills to build effective working relationships with students and colleagues Communication skills to liaise sensitively and effectively with parents and carers Creative skills to contribute to and adapt learning activities relating to the National Curriculum and other learning objectives To promote a positive ethos and good role model Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these To continually improve own practice/knowledge through self-evaluation and learning from others		AF / I AF / I AF / I AF/I AF / I AF/I
Knowledge	Knowledge of relevant policies/codes of practice/ and awareness of relevant legislation regarding SEND and the responsibilities of the role within these for promoting students' welfare Knowledge of national stage curriculum and other relevant learning programmes/strategies	Knowledge of a Community language, e.g. British Sign Language, Urdu	AF / I AF / I

	Understanding of the principles of child development and learning processes Understanding of equal opportunities and inclusion and how it applies in a school setting Understanding of how safeguarding and confidentiality are important when working with children and young people		AF / I AF / I AF/I
Work circumstances	To work flexibly as the workload and needs of the students demand To travel and work at other site within the New Bridge Group as may be required Occasional out of hours working to support functions		I I I

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview