Job Description & Person Specification
Job Coach (SEN)

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Job Description	
Job Title:	Job Coach (SEN)
Pay Grade / Scale / Range:	NJC SCP 12-17 SEN Allowance **See advert for actual salary**
Benefits & Perks:	Occupational pension scheme, occupational sickness scheme, TOIL / Flexi scheme/ Health benefit scheme
Working hours:	14 hours 15 minutes per week (8.30am-4.45pm Thursdays and 8.30am-3.30pm Fridays) Term time only + 5 days (195 days)
Location:	Based initially at Samuel Laycock school NB: all staff are employed by New Bridge MAT and may be asked to work at any site if required.
Special circumstances:	Some out of hours working required at busy times.
Staff responsible to:	Head of School
Staff responsible for:	None
Accountable to:	Chief Executive Officer
Probationary period:	26 working weeks

New Bridge Group
Job Coach (SEN)

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 pupils to undertake agreed learning activities linked to the employability curriculum and personal learning strategies.

Support for the Young People

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 work experience placements linked to the careers curriculum and preparing for adulthood aspirational destinations across the key stages relevant to your setting.
3. Adjusting activities according to pupil responses and needs, particularly to take account of their EHCPs and individual needs.
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 and medication to pupils in line with New Bridge Group procedures.
5. Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in activities led by the experience provider, job coach or teacher.
6. Promote self-esteem and independence amongst pupils.
7. To assess, supervise, assist and support pupils, to access learning activities and job placements, through in-depth knowledge of the curriculum and knowledge of how pupils learn.
8. The role may include supporting and implementing pupil's PLP targets.
9. Make effective use of ICT in learning activities and develop pupils' competence and independence in its use.
10. Provide specific feedback in discussion with pupils on their progress and achievement.
11. Liaise with project lead and department heads within the host site to ensure a wide variety of placements are available.
12. Perform specific job analysis, task analysis, and job matching support to pupils and host employers.
13. To assist with the sourcing and risk assessment of work experience placements.
14. To provide individualised support to pupils whilst on a placement and on educational visits/transition visits/medical visits where appropriate.

15. To communicate effectively with other stakeholders including ~~the~~ teachers, subject leads, host employers ~~staff~~, co-workers, parents/carers and external agency staff.
16. To work with pupils, employers, parents/carers, and external agencies to problem solve any issues relating to the placement.
17. Monitor and record ~~daily~~ attendance and engagement at host site and evaluate placements for their impact on pupils.
18. To identify and refer pupils for travel-training where appropriate.

Key Tasks – Supporting Teaching and Learning

1. Assist in developing and maintaining a positive link between school, home and providers.
2. Deliver learning activities, which are part of the work experience programme, 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.
3. 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.
4. Organise and manage an appropriate learning environment and resources.
5. Assist with the display of pupils' work.
6. Administer and mark straightforward routine tests, e.g. spelling or mental arithmetic, and invigilate tests as required.
7. To provide and share information for pupil progression targets and annual reviews.
8. To have involvement with setting and monitoring pupil targets.
9. To complete EV forms and risk assessments for placements.

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 policies.
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 pupils.
3. To transport pupils to enable them to access a broad and balanced curriculum. (Following specific training and appropriate checks on school vehicles and own vehicle and insurance where appropriate)
4. Deliver out-of-school learning activities within guidelines established by school and 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 offer.
6. Provide cover for classes during short-term absence of teachers 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 Samuel Laycock School and the New Bridge Group.
3. To implement and uphold the policies, procedures and codes of practice of Samuel Laycock School and 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, to minimise and mitigate potential hazards and risks.
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 school/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.

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: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors 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**		AF / I
	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
	Team Teach Training (All staff must undergo Team Teach Training. Those not yet qualified will receive the necessary training.)		AF / I
Experience	**Extensive experience of supporting pupils with learning activities on a 1:1 basis or small groups**		AF / I
	Experience and proven track record of working with external parties including families/carers to solve issues		AF / I
	Some experience of delivering under a scheme of supervision		AF / I
	Experience of producing detailed assessments and analysis of pupils' behaviour		AF / I

	Experience of successfully implementing interventions to support individual needs **Experience of preparing/contributing to learning resources to support learning programmes** **Experience of effectively using ICT and other technology and resolving straightforward problems in their operation**		AF / I AF / I AF / I
Skills & Abilities	**Able to use school transport, own transport and public transport to access various locations within the Greater Manchester area.** **Interpersonal skills to build effective working relationships with pupils, colleagues & external providers** **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 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 pupils' welfare** **Basic understanding of a child's development and learning.** Knowledge of national stage curriculum and other relevant learning programmes/strategies 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** Understanding of the relevant policies/codes of practice/ and awareness of relevant legislation in the context of your role		AF / I AF / I AF / I AF / I AF / I AF / I
Work circumstances	To work flexibly as the workload and needs of the pupil demand To travel and work at other site within the New Bridge Group as may be required		I I

	Occasional out of hours working to support school functions		I

Abbreviations: AF = Application Form; I = Interview.

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