

Job Description and Person Specification

Job Coach / Learning Support Assistant Apprentice

Job Details	
Grade	ENTRY2EMPL – Spinal point 4
Service	Adult Education
Location	Southfields Old School
Job Evaluation Code	

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

The Pathways to Employment team provides advice and support to young disabled people with an Education, Health and Care Plan (EHCP) to overcome barriers to work and progress into paid employment through our Pathways to Employment programmes.

- a) Support young disabled people to access other support where appropriate.
- b) Support the provision for young disabled people with on-the-job training and support whilst in the classroom or on work placements.
- c) Assist the Job Coaches and wider team with pre job start activities for young disabled people, including recruitment days and employer contact.
- d) To work with the Study Programme Manager and tutors to support young people with additional and special needs in overcoming barriers to learning.

Main Duties & Key Accountabilities

Being part of a quality service enabling young people to develop and achieve on our Pathways to Employment programmes.

To support tutors in the delivery of the curriculum to young people on the Study Programme according to the demands of the service

Work alongside experienced Job Coaches to support young people on a 1:1 basis with supervision, using a variety of techniques to teach the skills necessary to carry out a particular job or task, whilst ensuring approaches used by individual's maximise their independence and interact with available opportunities.

With support undertake contact visits whilst young people are on placement, referring any issues to a senior member of the team.

Assist those with additional learning needs to participate successfully in a full range of learning activities.

To assist in promoting positive relationships, behaviour and independent learning.

Contribute to the planning and evaluation of teaching and learning activities.

To observe and record learner performance, development and progress.

<p>Support the liaison with employers, parents/carers and other relevant people in a professional manner to develop effective working relationships and ensure the successful movement of young people into the workplace.</p>
<p>Promote an understanding of equal opportunities, economic disadvantage and disability amongst employers and other employees to ensure the positive acceptance of young people into the workforce, challenging discrimination or prejudice where necessary.</p>
<p>To assist the job coaches and tutors in writing and maintaining learner records.</p>
<p>To promote the safeguarding and wellbeing of pupils by executing Service policies and procedures.</p>
<p>To assist Job Coaches or Tutors with pupils on a one-to-one basis or in small groups as directed.</p>
<p>Contribute at review meetings and in the development of individual training plans and on-going evaluation of their effectiveness.</p>
<p>Following reasonable notice, to be able to work outside usual office hours i.e. early mornings, late evenings, weekends and bank holidays, to provide young people with appropriate and consistent support.</p>
<p>Assist young people in the development of independent travel and other work-related skills.</p>
<p>Assist with maintaining accurate files and records in accordance with policies and procedures using both manual and computerised systems.</p>
<p>Respect each young person by working in a manner, which promotes his/her individuality and ensures that the young person has adequate information about available choices.</p>
<p>Actively support and encourage young people to use their advocacy and self-help skills at every opportunity, supporting the individual where necessary by developing their awareness of rights and responsibilities.</p>
<p>Undertake training of colleagues in office systems/software and procedures and health and safety requirements.</p>

Key Relationships			
External:	<ul style="list-style-type: none"> • Young disabled people • Parents and Carers • Employers • Jobcentre Plus • Access to Work • Training providers • Schools and Colleges • Careers Advice • Voluntary and Community Sector Organisations 	Internal:	<ul style="list-style-type: none"> • Job Coaches • Employment Link Officer • Supported Internship Coordinator • Adult Education Staff • Job Shop

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p>Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	Have an understanding, of young people's learning needs, especially those experiencing interrupted education.
Knowledge	Knowledge of the range of accredited maths, English, ICT and vocational qualifications that are available to young people at Post 16, particularly GCSE and Functional Skills Maths and English and ICT functional skills.
Knowledge	Knowledge and understanding of the Supported Employment Model
Knowledge	knowledge of training and employment initiatives and support services currently available in Coventry.
Skills And Ability	Ability to be flexible and responsive to changing demands.
Skills And Ability	Ability to communicate with a range of audiences, pupils, parents, colleagues and other agencies.
Skills And Ability	Ability to maintain confidentiality of information
Skills And Ability	Support the job coach to negotiate opportunities and outcomes with a range of people.
Skills And Ability	Able to work as part of a team and on own initiative, demonstrating flexibility and resourcefulness.
Skills And Ability	Able to produce information from IT systems in a clear format.
Skills And Ability	Ability to manage personal workload, including ability to resolve conflicting priorities and time management to meet deadlines.
Skills And Ability	Support the job coach with financial procedures, in particular, the ordering and invoicing of goods and the reconciliation of petty cash.
Experience	Able to respond to ever changing demands.
Experience	Able to work effectively working as part of a team.
Experience	Able to support pupils with SEMH/ASD/Poor Physical and/or Mental Health and Learning needs.
	Experience of working with young people in a range of settings.
Qualification	N/A.

Special Requirements	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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Declaration			
Reviewed/Created By:	Hannah Rogers		
Job Title:	Job coach / learning support assistant apprentice	Date:	13/03/2025