

JOB DESCRIPTION

JOB TITLE: Project SEARCH Job Coach

REPORTS TO: Project SEARCH Facilitator

WORK PATTERN: Full Time, 40 Weeks (equating to term time plus 1 week)

CONTRACT: Fixed Term until 31st July 2027 (*to be reviewed at this point*)

EVALUATED SALARY: Spine Point 8 (£26,343 FTE). Actual £23,107pa

Your principal place of work will be the Project SEARCH host employer's premises, Scunthorpe Central Library. However, you may be required to work on either a temporary or an indefinite basis at college premises as required.

Purpose of the Role

Act as a coach to young people with learning disabilities to support them in gaining employment skills and securing and maintaining employment consistent with their skills and interests. Support learners in a workplace environment, ensuring knowledge and skills are developing to achieve sustained employment. Work collaboratively with the Project SEARCH Facilitator, SENDCo, and host business staff to ensure personalised, consistent, and effective learner support.

Key Responsibilities:

- Provide individualised training and support to interns which is consistent with strengths, areas for development and career aims.
- Carry out job matching activities including job analysis and risk assessments for workplace adjustments, as appropriate.
- Support interns in exploring and identifying their career interests and aims, identifying and finding solutions to any barriers or challenges.
- Work with appropriate parties to resolve any issues relating to the internship and contribute to final decisions on matters that may affect the intern's success.
- Attend and contribute to employment planning meetings and produce associated documentation.

- As required, support the Facilitator with delivery of the Project Search curriculum. This may include employability workshops, skills development sessions, and embedded English and Maths.
- Provide positive feedback and encouragement to interns on their internship progress through the use of coaching techniques.
- Support interns in seeking and securing appropriate employment consistent with their interests and skills and the needs of local businesses.
- Provide relevant training relating to the standards of the host business (including personal hygiene, communication and self-management).
- Participate in decision-making processes to identify and implement training strategies either with the host business or relevant partners.
- Provide reports that inform key members of the Project search team of both individual intern progress and project impact.
- Ensure job coaching administration is carried out and submitted to the relevant parties within the required timescales. This includes record-keeping, attendance monitoring, and progress tracking in line with programme requirements.
- Recognise and act on the legal responsibilities which concern the safety and welfare of interns.
- Take responsibility for intern daily work assignments including work commitment, punctuality and attendance. Promote independence and professional conduct in line with workplace expectations.
- Accurately update and maintain intern records, providing key data and reports as required.
- Keep evidence and contribute to the completion of funding returns, such as Access to Work funding.
- Apply and understand the policies and working practices, aims and objectives, and the mission statement of the College and assist faculty managers in creating and constructing new practices and policies
- Be responsible for maintaining the definitive course file for Project SEARCH.
- Undertake such other duties as may reasonably be required of you commensurate with your role
- Continue to undertake staff development as appropriate. This includes attending training related to SEND, safeguarding, employability, and supported internships.

Person Specification:

Qualifications & Awards	Essential	Desirable	Tested
Educated to Level 3 (A Level or equivalent)	✓		C
Evidence of recent and relevant CPD (e.g. SEND, employability, supported internships)		✓	C, A, I
Level 2 (or equivalent) qualifications in English & Maths	✓		C
First Aid, Safeguarding, or Mental Health First Aid qualification		✓	A, I
Experience & Knowledge			
Experience of working with individuals with additional needs	✓		A, I
Experience supporting individuals in a workplace or vocational setting, including on a one-to-one basis	✓		A, I
Experience of using coaching to support the development of individuals		✓	A, I
Understanding of employability skills	✓		A, I
Understanding of the barriers faced by learners with SEND in employments	✓		A, I
Knowledge of reasonable adjustments and inclusive workplace practices	✓		A, I
Awareness of safeguarding responsibilities and protocols	✓		A, I
Familiarity with funding streams such as Access to Work		✓	
Familiarity with employability frameworks or internship models (e.g. Project SEARCH)		✓	A, I
Skills & Attributes			
Excellent interpersonal and relationship-building skills	✓		A, I, R
Ability to motivate and support young adults towards independence and employment	✓		A, I, R
Strong verbal and written communication skills	✓		A, I, R
Good organisational skills, including documentation and progress tracking, time management and report writing	✓		A, I, R

Positive, proactive and resilient approach	✓		A, I, R
Adaptable communication style to meet a range of learning needs	✓		A, I, R
Other Requirements			
Commitment to continuous professional development	✓		A, I
Commitment to inclusive education and supporting learners with SEND	✓		A, I
Willingness to work primarily in an external business environment	✓		A, I
Ability to work independent while keeping line managers informed	✓		A, I, R
Full UK driving licence or the ability to travel between the workplace and college if required		✓	C, A

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'Essential' and 'Desirable' and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the employee specification can be explained as follows:

Essential - The successful candidate must meet the Essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

Desirable - The post holder needs to meet the Desirable criteria to fulfil the role on a longer term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the Desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

A = Application

I = Interview

T = Test

C = Certificates

R = References

DBS = Disclosure & Barring Service

These letters are used in the 'Assessment Method(s)' column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the Interview and/or Test(s), these may involve scenario based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.