Job Description – Work Coach

Title Work Coach

Reports to Careers & Transition Manager

Based at Doncaster Deaf Trust

Hours of work 32hrs per week

# Specific responsibilities of the post:

The Work Coach will:

* Support students to attend a work experience interview
* Support students to travel to and from a work experience placement on public transport, by taxi or in your own vehicle or a Trust vehicle
* Support students whilst at work experience placement
* Support students to evaluate and reflect on their work placement
* Keep accurate records of attendance and assessment of work carried out by the student
* Maintain a high level of professionalism whilst out in industry
* Be driven to provide equality of opportunity and motivated by making a positive impact on the future of students.
* Have experience in a supporting role with children or young adults
* Have an understanding of the needs of young people who are Deaf/Hearing Impaired or those with Special Educational Needs and/or Disabilities.

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# Key Duties and Responsibilities

The Work Coach is responsible to the Careers Manager for carrying out the following duties effectively and efficiently:

* Supporting students travelling to and from work experience and supporting them in the work placement using various forms of transport.
* Completing all relevant paperwork and administrative functions as per the requirements of the role.
* Support students to complete all assessments as part of their work placement.
* Liaise with other organisations with and on behalf of young people.
* To undertake any further duties as outlined by the Careers Manager or Senior Leadership Team provided they are reasonable and appropriate.

# Quality and Standards

* Raise standards and foster an ethos of excellence and endeavour to give every student the opportunity to meet their potential.
* Establish productive working relationships with students, act as a role model and provide information and guidance about their own learning, behaviour and consequences of their own actions to promote self-esteem.
* Ensure adherence to the Quality Framework and provide comprehensive feedback into the annual Self-Assessment Report and Quality Improvement Plan.

# General

* To strictly observe and follow staff code of conduct.
* Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
* Support the college’s implementation of all current statutory requirements, e.g. Equalities Act, Equal Opportunities, Child Protection and Data Protection (GDPR)
* To fulfil personal requirements, where appropriate, with regard to Trust and college policies and procedures, health, safety and welfare, emergency, evacuation and security
* To have responsibility for promoting and safeguarding the welfare of all students
* The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
* To work positively and inclusively with colleagues and stakeholders so that the Trust provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
* To attend training as required by the Trust to ensure that the best possible service is provided to our students and to each other
* To observe at all times the Trust’s policies, in particular those relating to Health and Safety at Work and Data Protection.
* To undertake other duties which may be reasonably be required.

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| **Person Specification:** | **Work Coach** |

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| **Skills and Aptitude** | **Essential** | **Desirable** |
| Qualifications | * Level 2 Maths and English (willingness to work towards)
* Full UK driving license, with willingness to travel and use own vehicle or Trust provided vehicles
 | * BSL Qualification (willingness to work towards)
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| Experience | * Experience of supporting children and/or young people in an educational or care setting or similar
* Experience of working collaboratively within a team.
 | * Previous experience of supporting young people at work experience
* Experience of working with young people who are Deaf/Hearing Impaired or those with Special Educational Needs and/or Disabilities
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| Skills, Knowledge and Aptitude | * Ability to relate well to young people and adults.
* Strong organisational skills.
* Effective oral and written communication skills.
* High level interpersonal skills both in working with students but also liaison, networking, negotiation, and team working.
 | * Demonstrate excellent IT skills
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| Personal Attributes | * Be willing to undertake a programme of ongoing continuous professional development.
* Demonstrate the following attributes: approachable; patient; efficient; enthusiastic; positive with a ‘can do’ attitude.
* Flexibility and willingness to be adaptable and respond quickly to changes.
* Complete honesty and integrity.
* Ability to maintain confidentiality and abide by all GDPR regulations
* Have the ability to organise own time effectively.
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| Safeguarding Young People | * Understanding the importance of safeguarding and child protection and its impact on this role.
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