

Job Description

Job Title:	Instructor/Work Coach
Reporting To:	Programme Manager
Hours of work:	37 hours per week over 5 days
Salary:	£28,000 - £29,000 (Dependant on experience)

Main Job Objectives:

Provide support that tailors learning, and training requirements to individuals needs that lead, support, and instruct individuals in developing transferable job ready skills in preparation for work.

Brief Description of Responsibilities:

To provide guidance and support to individuals with SEND and facilitate non accredited sessions in small groups that improve employability and progression through presentations and activities within various industry simulated environments to enhance their job skills and achieve their career goals.

Specific Responsibilities:

- To be a positive role model, encouraging service users to fulfil their learning and skills potential.
- To maintain a purposeful working environment that promotes learning and meets the needs of the participant.
- Interact positively to influence behaviour by listening and engaging.
- To demonstrate techniques and assist with, research, or hands-on projects.
- Communicate with clients to understand their goals and ambitions.
- Assist clients to discover and overcome their personal barriers and set goals by having the ability to inspire and motivate.
- Establish and deliver both group and one-to-one activities as part of client interventions including initial assessments and reviews.
- Enable participant to access and use information.
- Prepare and develop resources to support 'employability'. Record discussions and training sessions and co-ordinate further activity with participant
- Comply with all required Contractor / Foundation monitoring and record keeping requirements.
- Attend departmental staff and best practice meetings and partake in one to one and caseload reviews as required.
- To work towards achieving contractual Key Performance Indicator (KPI) targets set by the Foundation and Contractor
- To share best practice with staff and partners, to drive continuous improvement of the programme.
- To provide BSL support to clients and employer liaison

- To contribute positively as part of a delivery team, as well as part of a wider business team, to deliver business objectives.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level, and extent of the post.

General

- To strictly observe and follow staff code of conduct.
- To have responsibility for promoting and safeguarding the welfare of all service users.
- The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- 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 Foundation'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, regarding Foundation and college policies and procedures, health, safety and welfare, emergency, evacuation, and security.
- To work positively and inclusively with colleagues and stakeholders so that the Foundation provides a workplace and delivers a service that does not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender, or disabilities.
- To attend training as required by the Foundation to ensure that the best possible service is provided to our service users and to each other.
- To always observe the Foundation's policies, particularly those relating to Health and Safety at Work and Data Protection.
- To attend training as required by the Foundation to ensure that the best possible service is provided to our students and to each other.
- To undertake other duties which may be reasonably required and be flexible to cover for other colleagues within the team.

Person Specification Criteria		Essential/ Desirable E/D	To be identified from: Application: A Reference: R Interview: I
Qualifications	English & Maths GCSE grade C or above	E	A
	Level 2 IAG or above (Information, Advice and Guidance) or equivalent PTTLS or equivalent or work towards	D D	A A,I
	Experience	Min 2 years - proven experience working in the employability sector. Experience in working with people with disabilities. Delivered sessions to small groups.	E E
Complying with the requirements of regulatory bodies.		E E E	A,I
Managing own workload and working to deadlines		E	A,I
Proficient use of a range of IT Software in Microsoft packages		E	A,I
Knowledge & Skills	Time management and planning skills.	E	A,I
	Deaf Awareness Willingness to work toward level 2 BSL	E E	A,I
	Works well both as part of a team and independently, demonstrating initiative and takes initiative to suggest ideas to make improvements.	D E	A,I

	Outstanding communication and interpersonal skills	E	A,I
Personal Attributes	Ability to inspire and motivate.	E	I
	Calmness under pressure	E	I
	Flexibility to help others.	E	I
	Flexibility to help others.	E	I