



Job Description

Title:	Work Coach
Reports to:	Careers & Transition Manager
Based at:	Yorkshire Rose College
Hours of Work:	32 hours per week
Annual Leave	55 days including 8 bank holidays to be used during the school holidays
Basis:	Permanent

Job Purpose:

The role of the Work Coach is key to the success of the work experience placements for our SEND students. They will provide support to the students on a one-to-one basis for the duration of the work experience placement, starting with the placement interviews, through to providing support travelling to and from placements. Support and guide the employer to offer valuable and supportive placement.

Key Duties and Responsibilities

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

- 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 company vehicle
- Support students whilst at work experience placement
- Support and guide the employer to offer a valuable and supportive 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.
- 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 Foundation 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 Foundation 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 Foundation 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 Foundation to ensure that the best possible service is provided to our students and to each other
- To observe at all times the Foundation'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.

Person Specification

	Essential	Desirable
Qualifications	• GCSE Maths and English grade 4 or equivalent • Full UK driving license, with willingness to travel and use own vehicle or company provided vehicles	• BSL Qualification (willingness to work towards)
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
Skills, Knowledge and Aptitude	• Ability to relate well to young people and adults with SEND. • 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
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.	
Safeguarding Young People	• Understanding the importance of safeguarding and child protection and its impact on this role.	