|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** | Inclusion Job Coach | **Contract** | Support Delivery |
| **Salary** | Fixed Point 25 (APT&C) £22,497 per annum  | **Hours & Basis**  | Up to 37 hours, 52 weeks per year |
| **Report to****(direct)** | Inclusion Team Manager | **Report****to** **(indirect)** | Inclusion Teachers |

|  |
| --- |
| **Primary purpose of role** |
| The role is around working with lecturers to establish and review progression routes for learners into work. Coaching and mentoring of learners, developing and employing person-centred strategies to assess and support learners in gaining and securing a work placement. |
| **Job Dimensions** | **Key relationships** |
| 1. Student support in a range of learning and work environments.
2. Monitoring and recording of student progress
3. Delivery of directed work related learning.
4. Ensuring students are ready for the world of work.
 | 1. Students and inclusion delivery teams
2. Lecturers/Curriculum delivery staff
3. Inclusion and Support Specialists
4. HLTA team
5. Education Support Workers Communication Support Workers
 |
| **Key role responsibilities and deliverables** |
| * To act as an advocate for students when necessary whilst promoting and encouraging their independence.
* To provide support both within the work placement and classroom setting.
* To create a vocational profile to ensure suitability of work placement.
* Help students develop skills to find employment.
* To maintain positive relationships with employers in an open, friendly and professional manner.
* To contribute to enrolment and induction activities, including information/advice/guidance (IAG), and towards specific outcomes of individual learning plans (ILP) in negotiation with learners
* To facilitate small group training sessions.
* To develop interactive learning and support digital literacy strategies to support learning and job placement.
* To carry out regular progress reviews to monitor, track and record students’ progress against agreed outcomes/targets – recording outcomes on Promonitor / One file
* To work flexibly and responsively in all elements of the Inclusion Department as required to meet business needs
* To support the tracking and review of support for designated learners from entry to exit, working with the curriculum teams to ensure that support is effective and ensuring their retention on programme and achievement of their study programmes
* To ensure health and safety documentation, including risk assessments are completed for all placements.
* To attend curriculum and Inclusion meetings and report on the progress of supported learners
* To inspire and motivate learners, supporting them to exceed expectations and challenge negative stereotypes
* To attend and facilitate Team Time sessions staying up-to-date with relevant knowledge and disseminating as required
* To work with teaching teams ensuring they are fully aware of students Inclusion needs and to assist staff in reviewing their group profiles and adapt their learning materials and delivery methods where necessary
* To contribute to annual reviews of the Education, Health and Care Plans.
* To undertake personal care if required.
 |
| **Derby College responsibilities and deliverables** |
| * To provide a professional customer service to both internal and external customers
* To ensure that quality standards are set, monitored and reviewed in all areas of our work
* To demonstrate flexibility in responding to changing demands in personal, sectional or the College’s workload
* To take responsibility for one’s own professional development and continually update as necessary
* To comply with all relevant policies and to assist in the development of Inclusive practices to make reasonable adjustments under the Equal Act
* To comply with all Health and Safety policy, child protection and Risk Assessment policy and legislation in the performance of the duties of the post
* To take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work. You are also required to co-operate with the College to enable it to fulfil its legal obligations. Appropriate information, instruction, training and supervision will be provided to enable you to perform your duties in a manner that is deemed safe and without risk to health
* To comply with all aspects of the Data Protection Act
* To adhere to the College’s Computer Network Acceptable Use Policy
* To undertake dynamic risk assessments during your working practice and ensure formal RAs are carried out for any ongoing activity
* To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job
 |

|  |
| --- |
| **Capability requirements (E = Essential, D = Desirable, A = Application, I = Interview, AC = Assessment Centre)** |
| * Knowledge of the Equality Act 2010 (E&D – opportunities and discrimination legislation)
* Knowledge of current approaches and research around inclusive practices for specific learning difficulties/disabilities (which can affect student’s performance in the workplace)
* Knowledge of SEND reforms and the development of Education, Health and Care Plans.
* Specific curriculum area knowledge
* Understanding of a variety of progress assessment methods to meet the diverse needs of our learners
* High standards of organisational and administrative skills
* Excellent interpersonal and diplomacy skills
 | E | I/AC |
| E | A,I/AC |
| E | A,I/AC |
| E | A,I/AC |
| E | A,I/AC |
| **Qualification Requirements (E = Essential, D = Desirable, A = Application, I = Interview, AC = Assessment Centre)** |
| * Level 3 Qualification in related area
* Learning support/teaching qualification (L3 or L4 or willing to work towards)
* Level 2 Maths minimum
* Level 2 English minimum
* Level 2 IT
* First Aid
 | D | A |
| E | A |
| E | A |
| E | A |
| D | A |
| D | A |
| **Essential Competencies (A = Application, I = Interview)** |
| * Communication
* Customer Focus
* Approachability
* Integrity and Trust
* Interpersonal
* Independent Working
* Managing Diversity
* Self-Development
* Organisation
* Team Work
* Informing others
 | E | I/AC |
| E | I/AC |
| E | AC |
| E | I/AC |
| E | AC |
| E | I |
| E | I/AC |
| E | A |
| E | AC |
| E |  I/AC |
| E | I/AC |

PRINT NAME (IN CAPITALS): SC Name 3

SIGNATURE: SC Signature 3 DATE: SC Date 3