



**Ambitious
College**

Job Coach

Job description, 2024



**Ambitious
about Autism**

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Job description

Job title	Job Coach	Team	Ambitious College
Job band	Band 4, point 52- £31,827	Reporting to	Supported Internship Lecturer
Hours	Full Time – 37.5 Hours	Line manages	N/A

Approved by: Nicola Hawkins

Updated: March 2025

Role purpose

To provide training and support to interns at the host business, and to work with employers, parents and carers to help interns learn workplace skills, build independence and achieve successful employment outcomes

Valuing difference is a core value of Ambitious about Autism. This role will support, promote and celebrate the development and embedding of an inclusive culture, practice and ways of working.

Key accountabilities and dimensions

- Provides individual training and support to the intern at the host business worksite or competitive job which includes: job coaching, building natural supports, identifying Reasonable Adjustments, assistive technology, etc.
- Teaches skills necessary for individuals to meet or exceed performance expectations.
- Carries out worksite, job and task analysis to match interns to suitable roles
- Collect and record assessment data accurately to support intern development and track progress.
- Contribute to vocational profiles and person-centred planning processes.
- Identifies assistive technology or accommodations needed and supports individuals in obtaining the resources necessary to succeed in employment.
- Deliver activities to help interns develop job search, application and interview skills.
- Communicates effectively with any other staff, co-workers, family members, college and supported employment agency personnel as relates to the intern being trained.
- Uses creative thinking and independent problem-solving skills.
- Establishes and maintain employer relationships.
- Learns the business' culture and effectively communicate to the individuals.
- Carries out steps of employment plan with intern and other parties as appropriate.
- Provide pastoral support to interns, parents and carers, and make referrals to external services where appropriate.
- Works with interns, employers, families, job development specialist, steering group partners and other appropriate parties to problem solve issues related to training and employment where necessary.
- Support employer engagement and job development activities.

- Practices positive feedback techniques with interns, colleagues, and other staff.
- Trains interns to the required standard in the areas of grooming, hygiene, communication, interviewing, and self-management as they relate to successful employment at the host business.
- Provides travel training to job site if necessary.
- Contribute to the annual quality review and improvement cycle, including SIQAF self-assessments and peer reviews.
- Contribute to the Access to Work process by completing timesheets and related paperwork accurately and on time.
- Willing to promote the supported internship programme through online and in-person information sessions and external events.
- Support the recruitment and selection of interns for the programme, including information sessions, assessments and selection activities.

Safeguarding and Safety

- Ensure safe working practices.
- Safeguarding incidents; medication errors; other incidents and accidents errors are appropriately reported.
- Acting as the deputy designated safeguarding lead. Act as deputy designated safeguarding lead where required and appropriately trained.

Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.
- Willing to work flexibly to support intern shift patterns and interviews, including weekends and during leave periods where required
- Willing to work at other Supported internship sites to provide staff cover when appropriate

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Head of College.

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Five GCSEs or equivalent including Maths and English	X
2. Level 3 qualification in Supported Employment or willingness to work towards	x
3. Certificate of attendance at a NDTI Job Coaching training course or willingness to complete	x
4. Evidence of recent continued professional development in relation to supported employment	x
5. Experience of working with young people with autism and/or learning disability in a learning environment	x
6. Computer literate with a good working knowledge of Microsoft Office	x
7. Understanding PBS or related behavioural approaches	x
8. Experience of stakeholder management	x
9. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Understanding and Willingness to undertake the deputy designated safeguarding lead role.	X
Personal attributes	
10. Willingness to work flexibly	x
11. Values driven and prepared to go the extra mile	x
12. Resilient and able to work on own initiative and work as part of a team	x
13. Confident and clear communicator, willing to promote the supported internship programme through online and in-person information sessions and external events.	x
14. Ability to plan, manage and deliver work to agreed deadlines	x
15. Being self-directed and able to work autonomously off-site at host employer	x
16. Motivated and proactive, with the ability to build strong working relationships with the host business and external stakeholders	x
17. Able to use initiative, solve problems and respond effectively to challenges in the workplace.	x
18. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities	x

How to apply

Stage	Timescale
Closing date for applications	16TH March 2026
Candidates informed of outcome of application	17TH March 2026
Interviews (these will be conducted online via Teams)	24TH March 2026

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact Ben Lowe **Recruitment Manager**. - blowe@ambitiousaboutautism.org.uk

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check. As part of our Safer Recruitment checks, an online search maybe carried out in line with Keeping Children Safe in Education.

The Safeguarding responsibilities of the post as per the job description and personal specification. Whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendment to the Exceptions Order 1975, 2013 and 2021. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS Filter Guidance.

Contact us

North London campus

Pears Campus at CONEL
Clyde Road, London N15 4FY

☎ 020 3870 8775

✉ admissions@ambitiousaboutautism.org.uk

🌐 ambitiouscollege.org.uk

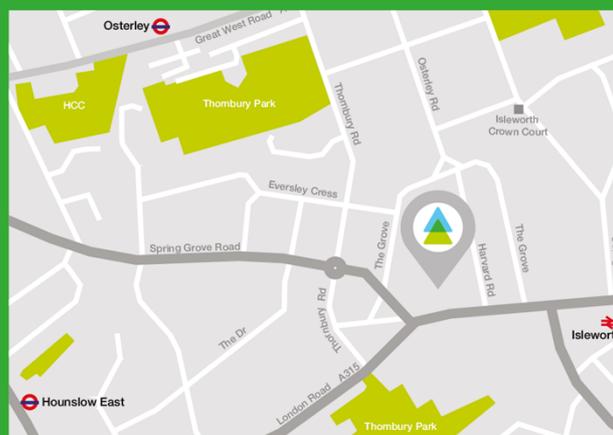
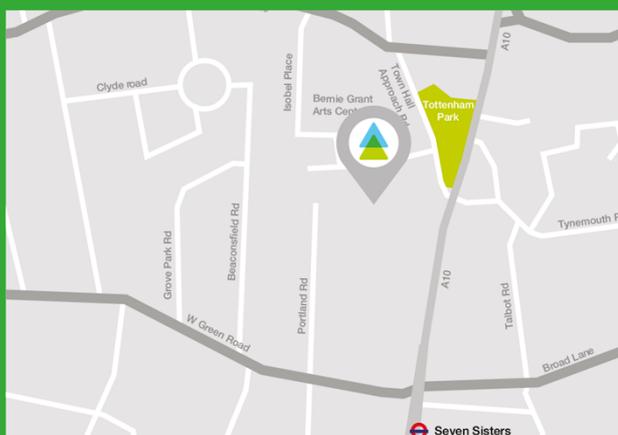
West London campus

Pears Campus at West Thames College
London Road, Isleworth TW7 4HS

☎ 020 3873 2201

✉ admissions@ambitiousaboutautism.org.uk

🌐 ambitiouscollege.org.uk



How to find us

Public transport

The Pears Campus at CONEL is easily accessible by regular bus, London Underground and train services. We are just a short walk from the the Seven Sisters Tube and London Overground stations. Bus routes 76, 149, 230, 243, 259, 279, 318, 341, 349, and 476 run nearby.

Travelling by car

Parking is available next door at the Bernie Grant Art Centre. The Centre's pay and display car park is located at the end of Clyde Road. Please input postcode N15 4FP into your GPS for directions to the car park.

How to find us

Public transport

The Pears Campus at West Thames is easily accessible by regular bus, train and London Underground services. Isleworth train station is a five-minute walk. The nearest Tube stations are Osterley or Hounslow East (Piccadilly Line), then 10-15 minutes' walk. The following buses run from Hounslow bus station: 110, 117, 235, 237, H8 and H37. All buses stop outside the college.

Travelling by car

There is a car park for staff, disabled students and evening students (entrance on Harvard Road). However, places are limited on a first-come, first-served basis. There are parking meters on the roads directly around the campus. The nearest free parking is on Osterley Road. For further information, please contact admissions.

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