

Person Specification

Post: Engagement Coach

Qualifications	Please mark which are Essential or Desirable ✳	E/D
1. Level 3 Teaching Assistant Diploma/Level 3 Certificate in Supporting Teaching and Learning in Schools or equivalent qualification in a related subject		E
2. GCSEs/NVQ2 or equivalent qualification to include Maths and English		E
3. Basic IT qualification e.g. MS Office 365, ECDL		D

Knowledge, Skills and Experience	Please mark which are Essential or Desirable ✳	E/D
Knowledge		
1. Considerable knowledge of health, welfare, careers, IAG procedures.		E
2. Considerable knowledge of Safeguarding procedures		E
3. Considerable understanding of equality and diversity issues		E
Skills		
1. Excellent communication skills		E
2. Effective team working		E
3. Effective administration skills		E
4. Effective ICT skills		E
Experience:		
1. Considerable experience of working with young people in a variety of settings		E
2. Considerable experience of delivering strategies to help young people develop coping skills in relation to health and welfare issues		E
3. Considerable experience of working with agencies to support "high risk/needs" young people		E
4. Experience of working with Post 16 partners or in careers advice and guidance		D

Initiative and Independence
The post holder will be expected to:
1. Work independently with young people as part of a team of staff supporting identified cohorts
2. Manage their caseload and prepare reports for line managers
3. Work to professional standards, regulations and legislation
4. Explore creative solutions to engage young people to help them remain in Post 16 provision

Relationships/Nature of contacts
Working relationships with young people, school staff, college staff, Careers Lead, Line Management, professional agencies, SEN and Social Care Teams

Responsibility for Resources (Financial, Physical, Capital, Information)

Financial Resources

May handle small amounts of petty cash to purchase refreshments

Physical Resources

Students records and progression plans

Responsibility for People (including supervision/training of staff or clients)

- No direct line management of staff
- Responsible for supporting students to transition to and remain in post 16 destinations

Mental and Emotional Demands

Mental Demands

Mentoring meetings with young people to resolve barriers to learning and engagement.

Emotional Demands

Supporting the young people to develop their self-esteem and resilience. To support the emotional wellbeing of young people.

Planning Requirements

Planning intervention strategies, meetings with students and families and education partners.