

## Role Profile

### Post 16 (P16) Job Coach and Teaching Assistant (DDSL)

<b>Role Summary:</b>	<p>The successful candidate will be responsible for supporting P16 learners in gaining the skills and experiences necessary to be able to access and make a sustained transition into FE, Vocational Training or long term paid employment.</p> <p>In addition to the support for learners in a workplace context as a job coach, the successful candidate will be responsible for supporting access to learning and pastoral care for the P16 students and providing general support to the teacher and students.</p> <p>This will include providing individual or small group support under the direction of the P16 teacher and liaising regularly with the team around the students, including work placements, parents, teachers, therapists and external agencies.</p> <p>The successful candidate will be a Deputy Designated Safeguarding Lead with full responsibility for the safeguarding of P16 students.</p>
<b>Site:</b>	Main Site and the Arts and Media Centre and various offsite locations including work experience placements in the community.
<b>Annual Salary:</b>	Band 6 FTE £30,885-£33,122 (actual £27,202-£29,172 pro rata)
<b>Hours:</b>	8.20am to 4.30pm Monday to Thursday, 8.20am to 3.40pm Friday including 0.5 hour unpaid break.
<b>Terms:</b>	Full time, Term time only. <b>Permanent or fixed term contracts available.</b> 6 months probationary period
<b>Responsible to:</b>	Line manager

#### Supporting and delivering learning (Leadership / Creativity / Problem Solving)

- Support learners to develop employability skills in a host workplace both individually and through group work.
- Be able to transport learners to work placements and have a flexible approach to diary management that will include workplace visits.
- To support learners to develop professional working relationships with colleagues in work placements.
- To encourage learners in the areas of grooming, hygiene, and communication as appropriate for the work-placement
- To provide direct 'on the job' coaching, identifying, and implementing strategies to complete job tasks.
- To work with the young people on the disability disclosure for colleagues and managers.
- Understand and be familiar with the therapeutic strategies for each student as specified in their Educational Health and Care Plan (EHCP) and work with teachers and therapists to ensure they are integrated in work-placement and classroom practice.
- Work with the teacher, workplace settings and the employability team to ensure that effective provision is in place to meet the students' needs in line with their EHCP and to take responsibility for tracking this regularly.

- Support learners next step exploration by accompanying them to College visits and industry insights.
- To support the Teacher of Post 16 in ensuring, planning, and implementing a transition programme of placement visits and taster days for students moving on to FE placements
- Understand and be familiar with the teaching and learning requirements and strategies set out in each student's EHCP and work with teachers, therapists, and work-placements to ensure they are integrated in classroom and work-placement practice.
- Identify the individual needs of the student, how they evolve over time and to put in place and adapt interventions to support the child in accessing their learning in a classroom and work-based environment.
- Work with colleagues, the student, and parents to ensure that Individual risk assessments, independence and travel plans and Behaviour Support Plans and PEEPS are written, kept up to date and are being used.
- Supervision of individuals and small groups during both classroom and work-based learning activities.
- Support student access to the curriculum by differentiating learning and independence activities where appropriate.
- Provide feedback to students on their progress, achievement, and attainment.
- Know how to use skills in literacy, numeracy, and ICT to support students learning.
- To develop an understanding of how to support the students in relation to their specific needs.
- Prepare the P16 classroom as directed for lessons and clear afterwards. Assist with the display of students' work and maintain a professional and welcoming classroom environment.
- Deliver intervention and support strategies for specific students as directed by the teacher.
- Motivate and encourage the students.
- Attend Multi-disciplinary Team meetings to ensure that provision for individual students is appropriate.
- Attend weekly CPD training and take responsibility for one's own professional development.
- Accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required.
- To support any homework, out-of-class assignments, additional learning, and coursework for examinations (where appropriate) at the direction of the teacher.
- To support the Year 11 students in the summer term with their transition into Post 16 activities / programmes.

### **Communication and Language Skills (Listening / Speaking)**

- To work with the therapists to provide our universal OT, SaLT and literacy, tutor and small group programmes following training from our in-house therapy team.
- Help students develop and practice social skills, facilitate interactions and help develop appropriate relationships.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- To support the Head of Employability to maintain and coordinate our Alumni offer to include the Alumni content of the school website.
- To liaise with colleges / schools to share information as appropriate as per the school's Leavers Process.
- To ensure that the transition from Undershaw after the Post 16 year into a new setting is successful and that all students and families are well prepared.

### **Pastoral Care (Teamwork / Staying Positive)**

- Develop a positive relationship with students to support progress and attainment and promote self-esteem and independence.

- Support the administration of medication in line with the school's medication policy.
- Support the promotion of positive relationships with parents and outside agencies.
- Lead P16 specific enrichment activities at lunch time to enable students to develop their independence and social communication skills.
- Take responsibility for signing students in and out and safely moving between sites as appropriate.
- Write a weekly email to parents of the students in your care to update them.
- Communicate with parents following any incidents.
- To take an active role in all whole school events such as Founders' Day, assemblies, celebration assemblies, sports day, the Christmas Fayre etc. as appropriate.

### **Record Keeping (Problem Solving / Teamwork)**

- Provide the teacher with objective and accurate feedback and reports as required, on student achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- To complete appropriate records for off site visits including all elements of EVOLVE, such as risk assessments.
- Regularly record evidence of progress against EHCP targets in Provision Map.
- Support students to compile paperwork for the Annual Review and attend Annual Reviews for each child in their tutor group when required.

### **Safeguarding**

- To be the DDSL for the Post 16 students, completing all training required to undertake this responsibility.
- To be responsible for the safeguarding of students in their work placements.
- To be responsible for ensuring that the safeguarding check lists and protocols are followed and robust for all unsupervised work experience placements.
- To attend weekly safeguarding meetings for the Post 16 cohort.
- To be proactive in consulting with the safeguarding team to support with decision making and responding to Post 16 students' needs.
- To be responsible for the day-to-day safeguarding of Post 16 students, wherever they are based, including communications with parents and carers on safeguarding matters.
- To carry out Risk Assessments for individuals and for work experience placements.
- Keep accurate CPOMs records for all students.
- To comply with safeguarding policies, procedures, and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.
- Other reasonable duties at the discretion of the Leadership Team.

### **Essential Skills**

These are the key skills that will contribute to your success in the role of Job Coach and Teaching Assistant. Please see the Skills Builder Universal Framework <https://www.skillsbuilder.org/universal-framework> for more information before applying. You may like to think about how you have evidenced these skills in the past to support your application and potential interview.

- Teamwork: working well with others.
- Staying Positive: showing resilience and supporting students to overcome barriers to success.

- Leadership: being a positive role model in all that you do.
- Speaking & Listening: adapting your communication style to work with a diverse range of needs and abilities.
- Creativity: finding suitable ways to engage with each and every student.
- Problem Solving: using all of your skills to support the young people in our school.

#### Technical Skills

- To use the Communicate in Print software to create resources which support students' communication.
- Willingness to be first aid, mental health, or poolside first aid trained if needed.
- To use in house systems to accurately records up to date, including SIM's, EVOLVE, Provision Map.
- Full training will be provided.

#### Additional Information:

Undershaw is committed to safeguarding and promoting the welfare of children and young people in accordance with DFE Safeguarding Children and Safer Recruitment regulations. The school expects all staff and volunteers to share this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation in the light of changing school needs. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's responsibilities and duties.

Note: this job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of Post Holder:  
Signature of Headteacher:

Date:  
Date:

### Job Coach and Teaching Assistant Person Specification

	Essential	Desirable
Education and Experience	<p>C Grade (or equivalent) or above in GCSE English C Grade (or equivalent) or above in GCSE Maths</p> <p>Experience of working with young people</p>	<p>Experience of working in a SEND school environment</p> <p>Training in coaching</p> <p>Training relevant to education, e.g. supporting the teaching of English and maths, etc</p>
Knowledge, abilities, skills and experience	<p>Understanding of or an interest in, Special Educational Needs and Disabilities</p> <p>Ability to work autonomously.</p> <p>Good communication skills both written and verbal.</p> <p>Awareness of safeguarding and child protection issues</p> <p>Ability to liaise effectively with colleagues.</p> <p>Ability to think creatively and problem solve.</p> <p>High professional standards, judgment, discretion and ability to maintain confidentiality.</p> <p>Computer Skills (Typing, photocopying, building resources)</p>	<p>Experience of working in a SEND school environment</p> <p>Experience of coaching young people</p> <p>Experience of supporting young people in work-place settings</p> <p>Experience of supporting young people with classroom-based learning</p> <p>Experience of communicating effectively with parents &amp; carers</p>
Personal Characteristics	<p>Ability to work unsupervised</p> <p>A team player willing to step in and help your colleagues</p> <p>Flexible approach to the task in hand</p> <p>Willing to undertake training as required</p> <p>Have a calm approach, and an empathic nature</p>	
Other requirements	<p>Suitability to work with children</p> <p>Patient and resilient</p> <p>Good sense of humour</p> <p>Understanding of the School's ethos and values.</p> <p>Understanding of the Skills Builder Universal Framework.</p>	<p>Driving licence and willingness to drive the school car or minibus.</p>