

The College is committed to safeguarding and promoting the welfare of young people, and expects all staff to share this commitment

## JOB DESCRIPTION JOB COACH

**Grade: Scale 4, Term time only, 33 hours per week, Permanent**

**Responsible to: Instructor/Teacher/Assistant Principals**

### Purpose of the Post

- To work across sites on both the Preparation for Work and Life, DFN Project SEARCH and any other programmes delivered by the Phoenix Autism Trust.
- To support students, under the direction of the Instructor/Teacher/Assistant Principals, introducing tasks, monitoring their work and using a range of strategies to support their learning.
- To support students (sometimes 1:1, sometimes in a group) whilst engaging with the curriculum and on their work placements.
- To support the student's journey to paid supported employment.
- To support Phoenix College's mission, vision, values and strategic objectives.

### Main Duties and Responsibilities

- To support students at their work placements in a student-centred way, supporting them towards an appropriate level of independence.
- To develop professional, long lasting placements and mutually beneficial relationships with employers.
- To be the day-to-day first point of contact for employers.
- To participate in job coach training and undertake appropriate learning and development.
- To attend and feedback in 6 weekly review meeting with the Assistant Principal, employers and students.
- To share skills with less experienced colleagues and trainees on work placements, modelling good practice and providing simple demonstrations.
- To support employers by suggesting adaptations to work placements environment (reasonable adjustments).
- To scope network and seek employment opportunities whilst on business premises.
- To work with individual young persons and groups, under the direction of the Instructors and Teachers and the careers team, introducing tasks, monitoring young persons' work and using a range of strategies to support their learning.
- To complete daily risk assessments for work placements (original risk assessment completed by the careers team) and other paperwork related to the job.
- To contribute to records of young persons' progress and achievements, as agreed with the Instructors, Teachers, Curriculum Leads.
- To contribute to the class planning, target setting and tracking progress for individuals and groups.
- To provide practical support to the Instructors, Teachers and Leads in maintaining a purposeful, orderly and supportive environment for learning.
- To provide care with regards to the physical welfare of students.
- To plan and undertake Enrichment activities for the class.
- To provide support with non-curricular issues such as Behaviour, Medical and Personal Care.
- To support students to access the curriculum both in the building and out in the community.
- Any other duties as required per the Principal's request.

## Equal Opportunities Statement

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

## Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures, and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the college community.

## Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

## Whole College Duties

To play a full part in the life of the school, the College and its community and to support its mission and ethos and to be a role model for staff and students.

## Person Specification

- Good English and Maths skills.
- Confident with IT. Can use systems like Microsoft word, PowerPoint, email and cloud-based servers. The ability to navigate the server and find relevant documents.
- The ability to work as part of a team.
- The ability to communicate effectively with individual and groups of young people, teachers, parents and other members of staff.
- The ability to support students in lessons, work experiences, work placements, both in the building and out in the community.
- The ability to carry out detailed risk assessments and to keep students safe both in 1:1 and group settings.
- The ability to establish and maintain effective working relationships with teachers and other members of staff.
- The ability to accept guidance and direction from teachers.
- The ability to distinguish between the roles and responsibilities of the Job Coach and the Class Teachers, Instructors and Leaders.
- The ability to keep written records and support the development of student's skills with confidence.
- Awareness of the needs of students with Autism and other learning disabilities.
- Awareness of how the students learn and the various factors which affect their learning.
- Awareness of the need to show respect and value students as individuals.
- An understanding of commitment to inclusive education.
- A willingness to undertake paid training to develop job related skills and seek to achieve an NVQ or equivalent qualification.
- A sympathetic approach to parents and an understanding of the need of confidentiality.
- A commitment to the Authority's Equal Opportunities Policy.
- Be prepared to work throughout the College with all students.
- An understanding of, and sympathy with, the aims of the College.



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