

## Phoenix College – Phoenix Autism Trust 2 Paton Close, Bow, London, E3 2QD

### Job Coach April 2025 start (or sooner)

**Contract Type:** Permanent, Term Time Only

**Salary:** NJC Scale 4

**Working Arrangement:** 8:45am – 4pm Mon-Thurs & 8.45am – 3.30pm Fri (33 hours per week inc. one evening until 5pm)

**Vacancy Hours:** 33 hours

**Closing Date:** Tuesday 7<sup>th</sup> January 2025

Phoenix College is a dynamic and welcoming Further Education (FE) Specialist College located in East London, easily accessible by public transport. With a student body of 60, we operate across multiple locations within Tower Hamlets and are proud to host the Preparation for Adulthood (PfA) and DFN Project Search supported internship programmes. We are looking for Job Coaches to work within the team, supporting young adults with learning disabilities and Autism to gain immersive work experience opportunities, with the goal of a clear pathway to independence and employment. The post holder will be involved in day to day support for students both within their work experience and during curriculum time. They will also play a key role in liaising with departments and managers to find appropriate opportunities for the young adults and learn the skills needed in various placements to then coach them to the intern. This role is a mixture of classroom learning and off-site work placement visits.

The Job Coach will ensure that they continually identify and build relationships with work placement hosts and prospective employers. The role will also include offering advice about employment for young adults and families with learning disabilities and ensuring that all activities are matched appropriately to their individual needs.

Most of our students are aged between 19 and 25. Students make very good progress with access to a broad, balanced and enriched curriculum. We are members of British Association with Supported Employment (BASE) and NATSPEC. We are OFSTED rated Good.

Phoenix College offers some great benefits (including a non-salary package worth over £2,000) to staff which include:

Free lunch

Gym pass (up to £250 per year)

Cultural pass (up to £100 per year)

Personal development & CPD development (up to £900 per year)

Benenden Private Healthcare

Career progression

Government pension scheme

Better pay than other establishments

Great environment and supportive team

Phoenix College is committed to safeguarding and promoting the welfare of young people and staff. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

#### How to apply:

If you would like to discuss the post, please contact **Ambreen Shafiq, Office Manager at**  
**hr@phoenixcollege.london**

Application form can be found on our College website **www.phoenixcollege.london**

Please return application to: **hr@phoenixcollege.london**

**Shortlisting:** W/C Monday 13<sup>th</sup> January 2025

**Interviews & Assessment Date:** W/C Monday 20<sup>th</sup> January 2025