



# Job Coach

Job description, 2025

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## Job description

<b>Job title</b>	Job Coach	<b>Team</b>	Education
<b>Job band</b>	FTE- £32,275 Actual salary- £29,172 spot salary	<b>Reporting to</b>	St Johns College Supported Internship Lecturer
<b>Hours</b>	40 hours per week	<b>Line manages</b>	n/a

**Approved by:** Executive Head - St Johns College

**Updated:** March 2025

### Role purpose

To provide training and support to interns, business colleagues, families, and to ensure successful skill learning and assimilation into the work environment

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. You will support and coordinate the drafting, implementation and evaluation of our EDI strategy and plans working with the Executive Leadership Team (ELT), EDI committee, staff, networks and your People team colleagues.

### Key accountabilities and dimensions

- Provides individual training and support to the intern at the host business worksite which includes: job coaching, building natural supports, identifying reasonable adjustments, assistive technology, etc.
- Teaches skills necessary for individuals to meet or exceed performance expectations.
- Performs specific work environment analysis, job analysis, task analysis, and job matching activities.
- Identifies assistive technology or accommodations needed and supports individuals in obtaining the resources necessary to succeed in employment.
- 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.
- 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.

- 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.

### **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.

### **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 interns 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 interns can reach their full potential and maximise their engagement in learning.

**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
<b>Specific knowledge, experience and technical skills</b>	
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 Job Coaching training course or willingness to complete	X
4. Certificate of attendance at a NDTI Job Coaching training course or willingness to complete	X
5. Evidence of recent continued professional development in relation to supported employment	X
6. Experience of working with young people with autism and/or learning disability in a learning environment	X
7. Computer literate with a good working knowledge of Microsoft Office	X
8. Understanding PBS or related behavioural approaches	X
9. Experience of stakeholder management	
10. 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
<b>Personal attributes</b>	
11. Willingness to work flexibly	X
12. Values driven and prepared to go the extra mile	X
13. Resilient and able to work on own initiative and work as part of a team	X
14. Interpersonal skills and the ability to lead and build effective partnerships with individuals and organisations	X
15. Ability to plan, manage and deliver work to agreed deadlines	
16. Being self-directed and able to work autonomously off-site at host employer	X
17. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities .	X
18. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	x

Stage	Timescale
Closing date for applications	<b>16 June 2026</b>
Candidates informed of outcome of application	<b>17 June 2026</b>
Interviews	<b>19 June and 22<sup>nd</sup> June 2026</b>

## How to apply

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 Manger** [\\_blowe@am ambitiousaboutautsim.org.uk](mailto:blowe@am ambitiousaboutautsim.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.*

# We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

## Contact us

The Pears National Centre for Autism Education  
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ [info@ambitiousaboutautism.org.uk](mailto:info@ambitiousaboutautism.org.uk)

🌐 [ambitiousaboutautism.org.uk](http://ambitiousaboutautism.org.uk)

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Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 02885007.