

Learn@ MAT Central ALP

Applicant Information Pack

Employability Coach

BG9 £25,481 - £27,741
35 hours per week
All year round

Dear Applicant,

Thank you for your interest in the position of Employability Coach.

It is our priority at Learn@ Central Alternative Learning Provision to help raise the aspirations of our young people. To support them to gain the skills and experience that will enable them to gain employment, apprenticeships or other training and reduce barriers they face. We provide a personal program for each of our young people and follow a holistic curriculum.

The Post 16 hub has been created to cater for young people who have moved on from our academies as an opportunity to prepare them to enter the world of work. We provide a Post 16 education opportunity for vulnerable/complex young people with SEMH needs. These young people have multiple challenges to progression and are at risk of becoming NEET.

I hope you find the information helpful. If you feel that this is a post for which you would like to apply, please complete all sections of the Application Form including the Equal Opportunities monitoring (CVs are not accepted) and return it to Louise Shepherd, by either of the following ways:

Email: louise.shepherd@learnmat.uk

Post: Learn@ MAT
c/o Knowle DGE Academy
Leinster Avenue
Bristol
BS4 1NN

The closing deadline for applications is Monday 6 December 2021 at noon

Please ensure you provide the name, addresses (including email addresses where possible) of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Unfortunately, we will not be able to provide feedback on your application at this stage.

Visits are welcomed. Please contact Louise Shepherd on 07458 102618 or 0117 456 6513 if you would like to visit.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely

Jen Southall
Chief Executive Officer

Important Dates:

Closing Date:	Monday 6 December 2021 at noon
Interviews:	Week commencing 13 December 2021
Start date:	As soon as possible

Employability Coach, Job Description

Academy:	Learn@ MAT Central ALP
Job title:	Employability Coach
Reports to:	Assistant Headteacher
Hours of work:	35 hours per week, All year round
Salary:	BG9 £25,481 - £27,741

Purpose of the role:

The main purpose of the Employability Coach role is to co-ordinate the provision of individualised support for young people and develop and deliver suitable learning, personal development and work-related learning opportunities for the students in small groups and 1:1.

The Employability Coach will work as part of a wider team that support our young people to access provision, achieve outcomes and progress onto suitable education, employment or training.

- To design and deliver targeted employability skills programmes that develop the skills and confidence of students, set within the context of employability behaviours and attitudes. (by this I mean we are moving on from Year 11 and we want to prepare them for work. We want to try and support them with all their issues and work with families to achieve outcomes.
- To be creative in engaging vulnerable young people to take part in a variety of opportunities to build their skills and confidence.
- To complete individualised learner journeys/vocational profiling assessment alongside our Careers and Progression Adviser
- To create a programme of engaging opportunities that meet a young person's learning, social and emotional needs and that support the individual career and employment goals of the student.
- To develop relationships with local employers and set up placement opportunities for students
- To work persistently to overcome recruitment and selection barriers that students face, by creating relationships with employers who can understand and support our students to be successful and create potential progression opportunities.
- The coach will work with the wider team to provide supervision and support of students in the workplace using a job coaching model.

- To provide intensive preparation to each young person so that they can achieve success in a work placement
- Set up, visit and monitor work experience placements for students
- Produce and maintain records related to work placements including the completion of all health and safety administration/checks
- To have evidence of working with and engaging young people with SEMH and/or trauma and/or behavioural difficulty in their learning.
- To have an excellent of contextual safeguarding and safeguarding
- Work effectively with other professionals to support a young person's wellbeing and mental health

Employability Coach

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	Degree Level Qualification or equivalent (Level 5 qualification) Maths and English qualification to GCSE grades A - C	Careers Advice Information and Guidance qualification
Experience	<ul style="list-style-type: none">• Must have a diverse skill set reflecting recent or current practices in FE, delivering employability programmes, youth work, coaching, or mentoring, experience of SEMH needs• Experience working with disadvantaged secondary school aged children or/and Post 16, engaging YP who would otherwise be NEET• Experience of delivering programmes of learning to young people and designing innovative ways of engaging vulnerable young people.• Experience of working in the education sector or developing the employability skills and or engagement of young people with SEMH needs• Experience of collaborative working practices.• Experience of building relationships with external-employers/partners/organisations- providers	<ul style="list-style-type: none">• Background in delivering programmes of EET to young people.• Experience of facilitating group work and providing direct support to young people 16-19• Understanding of careers and IAG needs relevant to young people

General Knowledge	<ul style="list-style-type: none"> • Understanding of SEND, specifically SEMH and/or Autism/SLCN 	<ul style="list-style-type: none"> • Awareness and understanding of the Education system, curriculum and qualifications
Subject Knowledge	<ul style="list-style-type: none"> • CEIAG • Citizenship and PSHE 	<ul style="list-style-type: none"> • British Values • Local employability knowledge and skills awareness
Attitude	<ul style="list-style-type: none"> • Empathy and understanding of young adults with SEND, especially SEMH and SLCN • Team ethos and approach to work • Reflective practitioner who is able to accept critical feedback and continually develop and improve • High expectations in work and life • Able to manage a positive work life balance 	<ul style="list-style-type: none"> • Healthy lifestyle • Good sense of humour
Working Conditions	<ul style="list-style-type: none"> • An equal opportunity employer 	<ul style="list-style-type: none"> • Full clean driving licence • Non-smoker

Explanatory Notes

Applications will only be accepted from candidates completing the appropriate Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Candidates should be aware that all posts in Notton House Academy involve a degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)

- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of supporting positive behaviours.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- List 99 Check
- Satisfactory DBS Enhanced Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.