



## **CREATING GREAT FUTURES**

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College's Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and are proud to have achieved Investors in Diversity Accreditation in August 2023 demonstrating our commitment to our FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusivity and Engagement). Our staff are diverse, skilled and motivated working across two unique, vibrant and lively campuses, one centrally located near to East Croydon train station and the other in the heart of Old Coulsdon.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

### **Croydon Campus**

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

### **JOB DESCRIPTION**

Job Title	Job Coach - SEND
School/Area	SEND and High Needs
Report to	CTM SEND
Salary	£28,000 per annum
FTE	35 Hours per week, 52 Weeks per annum
Basis	Permanent

### **Overall Purpose Scope:**

1. To support interns whilst on their work experience rotations and jobs, so they develop new skills and learn tasks to improve their employability
2. To ensure that they continually identify and engage with departments within the host business
3. To offer advice about employment and adulthood for young adults with learning disabilities and their families, ensuring that all activities are matched appropriately to their individual needs
4. To work with the Croydon College SEND Curriculum team in helping to achieve the desired outcomes of the interns and students
5. To support the Croydon College mission, vision, values and strategic objectives.

### **Main Duties and Responsibilities:**

1. Guide interns in learning to complete tasks independently within the host business
2. Securing work placements for Young Adults with Learning disabilities.
3. To create and keep up to date vocational profiles for all students.
4. Contributing to the enrolment process onto the Project SEARCH Programme. Project SEARCH is an international transition to work programme committed to transforming the lives of young adults with learning disabilities and autism.
5. Supporting the transition, where appropriate, from work placement to employment.
6. To promote Project SEARCH both within and outside of the host business to secure appropriate departments for interns to complete work experience.
7. To develop professional, long lasting and mutually beneficial relationships within the host business.
8. To establish, develop and maintain an in-depth knowledge of local labour markets, issues affecting young adults with learning disabilities and wheelchair users, government policy and to share with others within the team.
9. To assist with the delivery of an Employability Qualification.
10. To assist hosting events for families and interns on the Project SEARCH Programme including Skills Assessment Days, Family Curriculums and Employments Planning Meetings.
11. To complete work, job and department analysis prior to interns joining departments/businesses.

12. To participate in training and undertake appropriate learning and development, as identified through regular appraisal and reviews with line manager.
13. To work effectively with colleagues from local employment teams and partner organisations to identify suitable vacancies and delivery effective vacancy filling.
14. To promote and attend Graduate Alumni events.
15. To work with the SEND Curriculum Team in identifying suitable job outcomes for interns.
16. To support interns in making job applications & attend interviews.
17. To support graduates in their workplace and liaise with managers on progress.

#### **Management:**

1. To take responsibility for one's own professional development and participate in relevant internal and external training and activities.
2. To contribute to the Croydon College commitment to continuous improvement as identified in the quality assurance systems.
3. Be aware of the particular learning and physical needs of the student support needs.
4. Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at a Appraisal.

#### **Networking:**

1. To participate in college-wide projects and tasks.
2. To accompany students and instructors on educational visits and trips during contracted hours.
3. To undertake other similar nature commensurate with the grade as may be required from time to time, provided that such duties are within the competence of the post holder. This may, on occasion, require work in other locations/sites on and offsite.

#### **Coordination:**

1. To support students to access appropriate work placements and employment opportunities, at the same time promoting independent learning/working.
2. To provide targeted support to individuals and groups.
3. To contribute to the planning for teaching and learning.

### **Additional responsibilities and general requirements**

1. To set a standard of behaviour to colleagues which is polite, honest and friendly.
2. To carry out additional training as appropriate to ensure up to date knowledge in all legislations are maintained.
3. The post holder will undertake training and development as appropriate and keep appraised of developments.
4. To be familiar with all relevant Croydon College policies, rules and procedures and any changes to these.

### **Person Specification**

<p><b>Experience</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Relevant Experience of working with young adults with ASD and learning difficulties</li> <li>• The ability to work as part of a team.</li> <li>• Ability to follow appropriate administrative systems.</li> <li>• The ability to communicate effectively with individuals and groups of students, tutors, parents and other members of staff.</li> <li>• The ability to establish and maintain effective working relationships with colleagues.</li> <li>• The ability to accept guidance and direction from colleagues.</li> <li>• Experience of coaching/mentoring young people to achieve personal goals</li> <li>• Awareness of how students learn and the various factors, which affect their learning.</li> <li>• Awareness of Health and Safety issues in the care and supervision of people with learning difficulties and/or disabilities;</li> <li>• Recent experience relevant to autism</li> <li>• Following goals set by line manager</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working in the welfare to work/ education/ recruitment sector and clear knowledge of the Government policy relating to employment and disabled people.</li> <li>• Administrative tasks, including record keeping and note writing</li> </ul>
<p><b>Knowledge</b></p>	<p><b>Essential</b></p>

	<ul style="list-style-type: none"> <li>Understanding and familiarity of safeguarding Young Adult with learning disability and vulnerable adults, the Equality Act, Data Protection and Health &amp; Safety.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Identify and apply types of reasonable adjustments to support disabled young people in the workplace.</li> </ul>
<p><b>Qualifications</b></p>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Recognised qualification in SEN or Supported Employment</li> <li>GCSE Maths / English minimum grade C/4 or equivalent.</li> </ul>
<p><b>Personal Qualities &amp; Skills</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Good verbal and written communication skills and an ability to use own initiative in prioritising and organising workload.</li> <li>Good listening skills</li> <li>Ability to get on with children and young people of all ages</li> <li>Able to take initiative</li> <li>Awareness of the need to show respect and value students as individuals.</li> <li>An understanding of and commitment to inclusive education.</li> <li>A commitment to the College's FREDIE values.</li> <li>An understanding of, and sympathy with, the aims of the college.</li> <li>Ability to travel between host business departments</li> <li>Good organisational skills</li> <li>Strong negotiating skills and account management experience</li> <li>Able to work irregular and/or extended hours, including weekends</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>A high degree of accuracy and attention to detail</li> <li>Excellent communication and interpersonal skills with the ability to communicate at all levels</li> <li>Proficient with IT, particularly Office 365</li> </ul>
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>Displays commitment to the protection and safeguarding of children and young people and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li> <li>A sympathetic approach to parents and an understanding of the need for confidentiality</li> </ul>

<p><b>Career Development</b></p>	<ul style="list-style-type: none"> <li>• Shows a desire to further your knowledge, training and career potential.</li> <li>• A willingness to undertake paid training in normal contractual hours to develop job-related skills</li> </ul>
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NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

### **Safeguarding**

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

### **Staff Benefits**

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

### **Next Steps**

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

**Application Closing Date: 21 November 2024**

**Interview / Selection Date: Week commencing 25 November 2024**



Achieved.  
Valid Until  
August 2025

# PROUD TO BE FREDIE