

Fairfield Farm Trust Job Description and Person Specification

Job title: Job Coach	
Work base: Fairfield Farm Trust, Dilton Marsh	Team: Education
Hours of work: 36.25 hrs per week & Term Time Only	Salary: £17,164.23

1. Safeguarding

Fairfield Farm Trust is committed to Safeguarding and promoting the welfare of young people. All staff are expected to share this commitment. You will be expected to report any concerns relating to the Safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Farm Trust agreed child and adult protection procedures will be followed. All staff are required to have a clear DBS check prior to starting employment with the Trust.

2. Job context and purpose

Fairfield Farm College is an Independent Specialist College which provides day and residential courses to young people with learning disabilities. The Hope Nature Centre, Southwick, Trowbridge is a café and animal park offering work experiences and opportunities for adults with learning disabilities.

The college are seeking to recruit a Job Coach to work with young people with learning difficulties and disabilities. This will enable them to pursue their ambitions in relation to gaining sustainable employment. The role would include building relationships with different areas of the college and potentially external and local employers to develop work related learning opportunities, experiences and placements.

You will understand how young people learn and use your skills systematically to support and scaffold all aspects of differing job roles. You will have experience of working in a support role with students with learning disabilities. This post is term time only.

3. Main duties

- Undertake initial assessment of young people in terms of their skills, development opportunities and also likely employability and WRL options.
- Support young people to understand about the world of work and their realistic role within it.
- Provide systematic support and instruction to train young people in roles.
- Understand the principles of job carving in a real working context.
- Facilitate tailored training and coaching that meets the needs of all young people.
- Identify, set, monitor and review targets and learning outcomes.
- Provide young people with on the job training.
- Learn the tasks/duties and core skills that are required to make a positive progression on to paid sustainable employment.

- To ensure protection of vulnerable persons and follow safeguarding and risk assessment procedures as appropriate where issues of concern are presented.
- To undertake vocational profiling and assessment with/for young people.
- To offer opportunities for specific job skills in a range of working environments, including travel and mobility training. This may involve assisting young people to make travel arrangements (e.g. planning routes or getting bus passes).
- Undertaking job matches and job analysis.
- To provide tailored support to students, maintaining regular contact with employers and monitoring individuals' progress.
- Provide workplace support, mentoring, advocacy, observation and skills needs analysis to review support levels.
- To work towards the optimum independence of the individual within the work place, ensuring an appropriate level of support at all times.
- Carry out risk assessment and audits of work place rotations as part of training activity and work preparation.
- To prepare information and provide regular updates to management in respect of performance. This will include any operational issues likely to present a risk to the projected outcomes of service delivery.
- To create resources/materials to assist in the learner's progress.
- To collate evidence from placements to support learners in achieving their qualification.
- To work with managers and colleagues to ensure positive relations are established.
- To take part in student placement reviews and attend team meetings to ensure that learners are on task and that workplace standards and expectations are met.
- To support individuals with self-care skills and hygiene awareness if required, advising employers on suitable reasonable adjustments required.

4. Supervision/management of people

Supervise students working in real work environments across the Trust and beyond.

5. Contacts and relationships

The post holder will:

- Work with the Careers Manager.
- Report to the Senior Education Manager.

6. Information technology

Daily use of computers that require excellent IT skills and will include using, Database, Word, Excel and web-based software.

7. Financial responsibility

Work with the Finance Manager, Senior and Middle Managers to ensure strict budget control. Always ensuring effective use of resources and value for money is secured for the college.

8. Health and Safety

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions.

9. Equality and Diversity

You are required neither to discriminate against nor harass or victimise: colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

10. Records management

You are responsible for ensuring that all information sources, for which you have responsibility, are maintained in-line with guidance. This applies to all electronic and hard copy information. You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Principal.

11. Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

12. Authority to work in the UK

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.

13. Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
Qualifications or equivalent level of skill or knowledge	Level 3 or above qualification relevant to the post	Teaching or assessor qualification
Experience of	Supporting young people in a 'real work' setting Working with individuals and groups of young people Experience of TEACCH/Systematic Instruction or Supported Employment models. Significant experience in working with vulnerable young people with SEND Confidence to work effectively and assertively with young people, employers and parents/carers Accuracy and precision in written presentation Creative approach to problem solving Effective time management and prioritisation skills Ability to work autonomously using own initiative and able to make judgements on when to adjust support	An Information, Advice and Guidance qualification. Training in supported employment or Systematic Instruction
Management of people	Ability to offer guidance and support to students in a range of settings	
Skills	To be highly personable with very good communication skills To be highly self-motivated and an enthusiastic self-starter To be highly organised Ability to offer guidance and support to students To show an understanding of the importance of working within strict Health and Safety guidelines To have a clean, full driving licence and a willingness to drive college vehicles Ability to work as part of a multi-disciplinary team and on own initiative	
Personal qualities and motivation	To be physically and mentally fit for work To be honest, trustworthy and reliable	

	Highly motivated and able to motivate others Able to work with a variety of colleagues and clients from different professions and backgrounds	
Literacy, numeracy and IT	Literate and numerate IT and ILT literate	
Language (English or other languages)	Good written and spoken English	
Safeguarding	Displays a commitment to the protection and safeguarding of young people	Up-to-date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and vulnerable adults

The closing date for this post is **2nd October 2020 at 0900**

Interviews will take place **week commencing 5th October 2020**

Interviews will adhere to Government guidance on social distancing

Please note that we will not accept CVs. All applications must be made via an online application form available on our website www.ffc.ac.uk

We reserve the right to close the advert early if sufficient applications have been received

***Fairfield Farm Trust is an Equal Opportunities employer
A charity for the advancement of education for young people with learning disabilities***

This job description and person specification updated June 2020