



**PLUMPTON**  
COLLEGE

**Job Coach – Supported Internship**

<b>Reporting to:</b>	Supported Internship Coordinator
<b>Working Hours:</b>	Bank (as & when required basis)
<b>Salary</b>	£13.96 per hour plus £1.80 holiday pay

**Job Purpose**

To develop effective job coaching and employment plans to assist service users to discover and overcome personal barriers and become competent in both work and related skills.

*1. Main Duties & Responsibilities of the Job*

a. To provide on-the-job training to service users in integrated work settings and/or support to co-workers to become competent and independent, carry out and learn each job prior to designing training programmes and pacing the client.
b. To provide an appropriate level of support and guidance to individual service users, employers and co-workers prior to, during and subsequent to placement.
c. To carry out a detailed job analysis of potential job placements alongside the Coordinator.
d. To acquire or complete risk assessments where appropriate alongside the Coordinator.
e. To implement training programmes, which will enable the service users to become competent in both work and related skills.

*2. General Responsibilities*

a. To maintain standard of dress that is appropriate to the role and in accordance with the organisation's dress policy.
b. To maintain confidentiality at all times.
c. To attend regular 1:1 meetings with line manager, regular team meetings and undertake relevant training as and when required.
d. To take all reasonable care of the health and safety of self and of other persons and report to the Health & Safety Manager any identified risks or safety concerns.
e. To undertake any other duties which are consistent with the grade of the post as may reasonably be required by the Head of Department, Principal or other member of the Senior Management Team.

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

<b>Essential criteria for the post</b>
a) Minimum Level 2 in literacy and numeracy
b) Experience of working with people with learning disabilities.
c) Basic knowledge of Health & Safety at Work Act
d) Ability to communicate effectively both orally and in writing with employers, other staff, clients and other professionals.
e) Driving licence and willingness to drive to employer sites.
f) Ability to show empathy and understanding towards clients.
g) Ability to promote and work towards increasing independence amongst the user group.
h) Willingness to undertake all relevant training.
i) Ability to be self-motivated and use personal initiative.
j) Ability to work flexibly and under pressure.
k) Understanding / awareness of Equal Opportunities.
<b>Desirable criteria for the post</b>
a) Previous job coaching experience.
b) Experience of risk assessments.
c) Good negotiation skills.

Date issued...

JD category .....

Agreed by .....

## CONDITIONS OF EMPLOYMENT

### **Working Hours**

This is a Bank role, and hours worked will be on an as and when basis to meet the needs of the Department.

### **Annual Leave**

The bank hourly rate is split into two elements; one is a regular hourly rate and then the balance which is called holiday pay hourly rate. Each month bank workers submit a timesheet and will be paid monthly in arrears, the regular hourly rate plus holiday pay.

### **Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.