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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Senior Job Coach

**Department:** Learning and Student Support

**Hours:** 37 hours per week, 40 working weeks per year (Term time only). Weekend and evening working may be required when business needs demand.

**Responsible to:** Learning Support Coordinator

**Reports:** N/A

**Salary / Scale:** Professional Staff Spine - Band 8 £23,685.58 - £25,943.37 per annum (pro rata to the full time equivalent of £27,370.00 - £29,979.00 per annum)

**Date of Issue:** July 2025

**Organisation Chart:**

Executive Director -Student Support & Wellbeing

Senior Job Coach

Learning Support Coordinator

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1. **Aims and Purpose of the Post**
   1. To engage with and support young people with additional needs to gain supported work placements.
   2. To work with employers to create a positive and successful working environment for the supported intern.
   3. To enable and support young people with additional needs to transition successfully to paid employment.
2. **Specific Responsibilities**
   1. Work with the Learning Support Coordinator to job match suitable candidates to placement opportunities.
   2. Undertake job analysis and risk assessments in the workplace.
   3. Agree natural support within the employment setting.
   4. Provide support and mentoring for interns at college and in the workplace.
   5. Train the young person to learn and succeed at the job using systematic instruction.
   6. Support young people to travel independently and safely wherever possible.
   7. Provide advice and support to the employer to ensure that they understand the best approach in employing a young person with additional needs.
   8. Work flexibly as required to support young people to be trained in their job, including evenings and weekends if required.
   9. Provide ongoing support in the workplace to the young person and the employer.
   10. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   11. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   12. To manage student conduct in accordance with College policies.
   13. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   14. The active promotion of and commitment to best practice in equity, diversity & inclusion.
   15. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   16. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or school other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan\*

33 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* Subject to conditions / \*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

Employee

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| **POSITIVELY PROMOTING EQUITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Senior Job Coach** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| Accreditation in Training in Systematic Instruction (TSI) |  | X |
| Full driving licence | X |  |
| **Experience & knowledge** |  |  |
| Experience of working with young people with moderate to severe learning disabilities | X |  |
| Experience of networking and forming good working relationships with a range of partners, including employers and support agencies | X |  |
| Knowledge of travel training processes |  | X |
| Knowledge of supported employment | X |  |
| **Personal Attributes** |  |  |
| Flexible approach to work to allow for evening and weekend working. | X |  |
| High professional standards and behaviours | X |  |
| Ability to positively represent and promote a brand | X |  |
| Able to work in a team and on own initiative | X |  |
| Excellent communication and inter-personal skills | X |  |
| Organised and accurate record keeper | X |  |
| Ability to travel within the local area | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website.