

## **JOB DESCRIPTION**

Post Title: Supported Internship Job Coach

Working hours: 37 hours per week, 8.30am – 4.25pm Monday – Friday (there may be occasions when start / end times need to vary based on placement organisation, this will be by agreement) Term time + 3 weeks to be agreed.

Grade: Probation period - £21,968 Rising to £22,369 following successful probationary review

Responsible to: Head of Employability and Project Search

### **About the role:**

Our supported internship programme at Rotherham Opportunities College (ROC) is delivered in partnership with DFN Project Search, Gulliver's, ICB and NEXT provides young people with learning difficulties and or autism with hands-on work experience combined with personalised training, in employability and independent living skills.

Our aim is to support all interns transition into paid sustainable employment.

As a job coach at ROC, you will work alongside tutors to support our interns as they gain independence, develop their work-based skills and gain confidence within the workplace.

You will create positive relationships with a wide number of stakeholders – including employers and families in order to deliver successful employment outcomes for our interns.

As part of your role, you will carry out assessments and create development plans with our interns and where appropriate: attend meetings to discover a young person's interests, strengths and challenges.

Provide individualised support within the workplace, identifying reasonable adjustments, building upon natural supports and being a part of their success story.

### **Programme Delivery**

- Support interns, ensuring they continually build new skills and gain new experiences
- Learn the different roles in the workplace relevant for our interns to become involved with, break the tasks down into manageable parts and instruct the interns. Coaching in “Training in Systematic Instruction” will be available for those who have not used this approach before.
- Build effective relationships between interns, Parent / Carers and employers and with colleagues both in College and other partner organisations at all levels.
- Be able to work at all levels with partner organisations including frontline maintenance staff, and management.
- Build, develop and maintain positive relationships with external partners.

### **Intern support**

- Ensure the safety of each intern whilst on site and oversee safe travel arrangements to & from work potentially involving transporting interns to and from site as required.

- Support the Interns with their physical and emotional needs, building confidence and skills through a coaching approach, tailored according to the needs of individual young people.
- Support the delivery of qualifications and functional skills to the interns, including relevant life-skills/employability skills training, as required.
- Support interns through the process of moving into paid employment by: helping to build high quality CV's; securing good personal references; and supporting the search for employment.

### **Process management**

- Ensure that all relevant intern information is stored and maintained securely.
- Undertake initial risk assessments for interns and review and update them regularly, ensuring that all interns understand personal safety aspects and safe working practice in the workplace.
- Promote and safeguard the welfare of Interns including ensuring the Safeguarding Policy and processes are adhered to.
- Acknowledge and manage potential risks to interns and the general public when working in a public place.

### **Essential Qualifications**

- A good standard of General Education to level 3 or equivalent

### **Experience**

- Prior experience of gardening and/or low-level grounds maintenance such as pruning, planting etc.
- Working with vulnerable people including young people with learning disabilities.
- Working with young people with challenging behaviour

### **Skills and Knowledge**

- A commitment to Safeguarding, health and safety, data protection and equal opportunities.
- Ability to use Microsoft Office Software, email and internet.
- Confident in dealing with people at all levels in an organisation.
- Ability to learn key elements of basic job roles and coach interns to deliver all aspects of the role, over time.

### **Attitude**

- Able to cope with the physical demands of the role and be prepared to work both indoors and outdoors in all types of weather.
- High levels of resilience and ability to remain calm under pressure.
- To be punctual, meet the standards of attendance required and be good at timekeeping.
- Works well independently as well as being a good team player.
- Hold each intern in high regard and have an attitude of success and 'can do' approach for everyone.

