

Works4U do not accept CV's alone. If you are interested in this position, please complete an Application Form which you can find on our website in the Job Vacancies section, or by clicking this link <https://works4u.org.uk/apply/job-vacancies/>

When complete send with a cover letter to [EmmaMcManus@normanmackie.com](mailto:EmmaMcManus@normanmackie.com).

<b>Post</b>	Job Coach
<b>Reporting to:</b>	Centre Manager
<b>Working Pattern</b>	4 days – Flexible working hours to be agreed – May include weekends
<b>Salary</b>	£14-£15 Per Hour

## ABOUT US

Works4U is a specialist college for young people predominantly aged between 16-24 with a range of barriers to learning. Those barriers can include for example, autism, learning disabilities, mental health support needs and low self-esteem.

Our provision includes Vocational Education and training with pathways to employment or further education. The vocational pathways include Animal care, Catering and Hospitality, Craft and construction.

We are seeking a flexible, highly motivated and experienced Job Coach to join our specialist college environment. The primary responsibility of the Job Coach will be to support students with special educational needs who hold Educational Health Care Plans (EHCPs) in sourcing and supporting work placements. The successful candidate will work closely with the learners, employers, and support staff to ensure a smooth transition into employment and provide ongoing support.

This is a 4-day position which may include weekends, so the candidate must be flexible with the working pattern.

The college is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.

Use these links to check our [Safeguarding & Child Protection Policy](#) and [Safer Recruitment Policy](#) before applying.

The successful applicant must have a full UK driving licence.

## RESPONSIBILITIES

**Various responsibilities including but not limited to:**

- Working with young people to identify their vocational training or work aspirations, develop their Vocational Profile, i.e. their potential skills and abilities and initiate their Individual Development Plans and Action Plan.
- Seeking and securing appropriate work placements to meet the individual young person's needs
- Processing paperwork in accordance with work placement requirements, including compliance and quality checks.
- Data inputting and administration duties required to maintain accurate records
- To keep in regular contact with existing placements, and complete work placement diaries.
- Completing visits, observing the learners at their work placements and relaying information back to relevant staff.
- Work collaboratively with the college's curriculum team to ensure that students receive appropriate employability training and support.
- Maintain accurate and up-to-date records of student progress, including their job search activities, training, and any issues that arise.
- Provide individualized job coaching to support students in developing the necessary skills to succeed in their chosen field.

## MAIN DUTIES

- Liaising with contacts, staff and managers
- To ensure that all company policies and procedures including equal opportunities and health and safety policies and procedures are always adhered to.
- To be aware of the principles of the data protection legislation and of the current company codes of practice.
- To adhere to the company policy of commitment to Prevent and Safeguarding and promoting the welfare of children, young people, and vulnerable adults and to ensure that safeguarding arrangements are in place and are complied with.

## ESSENTIAL SKILLS & EXPERIENCE

- Must have a full UK Driving Licence
- Works well in fast paced, pressurised environments
- A strong team player but also can work independently using own initiative
- Excellent attention to detail
- Organised and good at prioritising
- Enthusiastic and flexible with a good work ethic and keen to learn
- Excellent digital and ICT skills to include Microsoft Word and Excel
- Working towards measurable targets and deadlines
- The ability to be proactive and to use your own initiative
- Personal confidence and resilience



## Job Coach Job Description

- Exceptional standards of honesty, integrity, and confidentiality

### DESIRABLE SKILLS & EXPERIENCE

- Experience of working in a similar role
- Sales/Marketing Experience
- Working within the community building and developing relationships
- Experience of working within Schools/Colleges
- Use the internet regularly to harness information and use social media in particular Twitter, Facebook, Instagram, and LinkedIn.