

<b>Directorate</b>	<b>Children, Young People and Education</b>
<b>Unit/Section</b>	Community Learning and Skills/ Kent Training and Apprenticeships
<b>Grade</b>	KR7
<b>Responsible to</b>	Curriculum Leader

**Purpose of the Job:**

To deliver travel route training to young people with Learning difficulties who have an EHC plan, to enable them to travel independently to their educational placement. To deliver effective job coaching and develop employment plans for Supported Internships and Trainees with an EHCP.

To engage young people onto education programmes and provision for learners with high needs within Kent Training and Apprenticeships. Provide impartial information, advice and guidance to ensure the right programme is offered to maximise retention and achievement. To support their progression to Apprenticeships, employment, further training or education. Engage and liaise with employers to provide a high-quality work experience to meet the relevant learning aim of the programmes.

**Main duties and responsibilities:**

1. Manage communication with learners and employers in order to set and understand learners' goals and ambitions to ensure that they can develop social and life skills.
2. Develop tapered plans of support and guide learners to complete job tasks within their work placement to ensure that learners discover and overcome any personal barriers.
3. Define the strengths of individuals and teach them to use them effectively.
4. Provide accurate CEIAG and up-to-date records of any CEIAG given.
5. Maintain targets towards Key Performance Indicators for learner engagement, employer work experience and progression. Comply with all organisational, funding and stakeholder procedures, service level agreements, processes and requirements.
6. Present information sessions to potential applicants, ensuring all applicants have the relevant information regarding appropriate programmes.
7. Initiate, develop and maintain effective working relationships with employers. Provide high levels of customer care and responsiveness.
8. Set up employer work placements using effective time management of route planning and call planning to maximise learner, partner and employer engagement.
9. Ensure employers receive required level of support to arrange work experience through face to face and telephone contact. Advise on workplace accommodations for people

with disabilities. Keeping accurate and up-to-date records of all engagement activities undertaken.

10. Contribute to the learner 1-1 reviews, meetings to ensure learners receive appropriate support to achieve and progress.
11. Participate in Continuing Professional Development activities as directed by management and to comply with funding agencies and regulatory bodies

## Kent County Council

### Person Specification: Job Coach

The following outlines the criteria for this post. All applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe how they meet these criteria in their application.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• L2 Functional Skills or equivalent in English and maths</li> <li>• Information, Advice and Guidance Level 3 or willingness to work towards.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Effective partnership working with learners, employers and partners.</li> <li>• Working with young people aged 16-18 specifically those Not in Education, Employment or Training (NEET)</li> <li>• Delivering information, advice and guidance, job search and employability support.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills to recruit and motivate young people</li> <li>• Ability to engage and negotiate high quality work experience opportunities with employers</li> <li>• Good presentation and interpersonal skills</li> <li>• Good organizational, administrative and ICT skills</li> <li>• Ability to use ICT to input data and maintain records using internal data-base systems</li> <li>• Ability to work to deadlines within a target-driven organisation through set key performance indicators</li> <li>• Ability to work effectively unsupervised</li> <li>• Customer focused.</li> <li>• Committed to the personal and social development of young people.</li> <li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good understanding of education programmes for young people and learners with high needs.</li> <li>• Gatsby Benchmarks</li> <li>• Study programmes, Apprenticeships and other government funded initiatives aimed at 16-18 year olds</li> <li>• High level of awareness of local partners, employers, youth agencies, further education providers and other progression pathways</li> <li>• Awareness of Information Governance, Data Protection and confidentiality issues</li> <li>• Knowledge of KCC and national legislation relating to Health and Safety, Equality and Diversity, Safeguarding/Prevent, British Values, Ofsted requirements and other relevant statutory information</li> </ul>

<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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