**Job Description**

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| ***Post:*** | ***VFL Job Coach - Alton Campus*** |
| ***Salary Grade:*** | *£11.90/hour* |
| ***Responsible to:*** | *Learning Manager for VFL and Learning Support* |
| ***Responsible for:*** | *The delivery of employability skills for a cohort of VFL learners* |

**Key Purpose:**

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| 1 | To develop and coordinate the work experience element of Study Programmes for students in VFL in liaison with the college work experience mentor. |
| 2 | To develop opportunities for the growth in the programme by building strong working relationships with employers. |
| 3 | To be responsible for the progress made by students when at work. |

**Key Responsibilities and Accountabilities:**

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| **A** | Visiting students at work to observe/monitor their performance and record evidence of progress with agreed tracking systems. |
| **B** | Supporting and coaching students to develop employability and Functional skills with a variety of settings including the workplace and on community projects. |
| **C** | Ensuring that the needs of students who are vulnerable or who require a high level of support (such as students with learning difficulties and/or disabilities) are met. |
| **D** | Delivering work preparation and briefing sessions to individual students and groups. |
| **E** | Building effective relationships with employers to advise and/or train in meeting the needs of vulnerable students during a work placement |
| **F** | Maintaining written records of all visits and reporting all progress and/or areas of concern |
| **G** | Supporting students to complete action plans and log books in the workplace |
| **H** | Liaise with LSA Leads on deployment of LSAs to support students in the work place. |
| **I** | Ensuring that placements are well managed and that the students are well prepared and supported. |
| **J** | Building effective relationships with students, managers, teachers and employers |
| **K** | Liaising effectively with parents and carers to ensure outstanding levels of attendance and progress for learners at work and in college |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required |
| **2** | Value and promote diversity and equal opportunities in all aspects of role |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults |
| **6** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards |
| **7** | Provide the best possible service to customers (both internal and external) in line with College standards |

This job description is current as at the date shown below.

In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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| **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| Level 3 Certificate - British Association for Supported Employment (BASE) |  | x | A |
| English and maths to GCSE grade C or equivalent | x |  | A |
| IT level 2 or equivalent |  | x | A |
| Level 2 Coaching and/or mentoring qualifications |  | x | A |
|  |  |  |  |
| **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| Good knowledge of the current skills employers are looking for in a range of vocational careers. | x |  | A/I |
| Good knowledge of how students can develop and gain evidence of these skills through work experience placements. | x |  | A/I |
| Experience of working with learners with specific learning difficulties / disabilities. | x |  | A/I |
| Experience of working with young people in an education or training environment. | x |  | A/I |
| Experience of monitoring, tracking and recording progress of learners in an FE environment. |  | x | A/I |
|  |  |  |  |
| **SKILLS & ATTRIBUTES** |  |  |  |
| Able to demonstrate use of coaching and mentoring skills to achieve best outcomes. | x |  | I |
| Able to work unsupervised and actively solve problems that may arise when working offsite. | x |  | I |
| Delivery of clear, informative briefing sessions. | x |  | I |
| Professional demeanour and approach to work. | x |  | I |
| Ability to communicate clearly both orally and in writing, pitched at the right level for the audience. | x |  | I |
| Demonstrate drive and ability to use own initiative to solve practical problems without supervision. | x |  | I |
| Able to organise and plan work to achieve performance targets and deliver to strict deadlines by utilising business process and resources. | x |  | I |
| Ability to manage multiple projects and work assignments and work under pressure. | x |  | I |
| Able to work flexibly within a range of working hours and environments. | x |  | I |
| Ability to effectively commute across multiple work experience sites. | x |  | I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment