



**Ambitious
College**

Job Coach

Job description, 2024



**Ambitious
about Autism**

Contents

Contents	1
Job description	2
Person specification	4
How to apply	5

If you, or someone you know would like this publication in an email, in Braille, large print, Easy Read transcription or audio tape, please email jobs@ambitiousaboutautism.org.uk.

Job description

Job title	Job Coach	Team	Ambitious College
Job band	Band 3	Reporting to	Supported Internship Lecturer
Hours	Full Time – 37.5 Hours	Line managers	N/A

Approved by: Viv Berkeley

Updated: January 2023

Role purpose

To provide training and support to interns, business colleagues, families, and to ensure successful skill learning and assimilation into the work environment

Valuing difference is a core value of Ambitious about Autism. This role will support, promote and celebrate the development and embedding of an inclusive culture, practice and ways of working. You will support and coordinate the drafting, implementation and evaluation of our EDI strategy and plans working with the Executive Leadership Team (ELT), EDI committee, staff, networks and your People team colleagues.

Key accountabilities and dimensions

- Provides individual training and support to the intern at the host business worksite or competitive job which includes: job coaching, building natural supports, identifying Reasonable Adjustments, assistive technology, etc.
- Teaches skills necessary for individuals to meet or exceed performance expectations
- Performs specific work environment analysis, job analysis, task analysis, and job matching activities.
- Identifies assistive technology or accommodations needed and supports individuals in obtaining the resources necessary to succeed in employment.
- Communicates effectively with any other staff, co-workers, family members, college and supported employment agency personnel as relates to the intern being trained.
- Uses creative thinking and independent problem-solving skills
- Establishes and maintain employer relationships
- Learns the business' culture and effectively communicate to the individuals
- Carries out steps of employment plan with intern and other parties as appropriate.
- Works with interns, employers, families, job development specialist, steering group partners and other appropriate parties to problem solve issues related to training and employment where necessary.
- Practices positive feedback techniques with interns, colleagues, and other staff.
- Trains interns to the required standard in the areas of grooming, hygiene, communication, interviewing, and self-management as they relate to successful employment at the host business.
- Provides travel training to job site if necessary.

Safeguarding and Safety

- Ensure safe working practices
- Safeguarding incidents; medication errors; other incidents and accidents errors are appropriately reported.
- Acting as the deputy designated safeguarding lead

Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Head of School.

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Five GCSEs or equivalent including Maths and English	X
2. A recognized teaching/ Training qualification e.g cert Ed/PTTLS/ Award in Education and Training L3 or willingness to complete	x
3. Certificate of attendance at a NDTI Job Coaching training course or willingness to complete	x
4. Evidence of recent continued professional development in relation to supported employment	x
5. Experience of working with young people with autism and/or learning disability in a learning environment	x
6. Computer literate with a good working knowledge of Microsoft Office	x
7. Understanding PBS or related behavioural approaches	x
8. Experience of stakeholder management	x
9. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Understanding and Willingness to undertake the deputy designated safeguarding lead role.	X
Personal attributes	
10. Willingness to work flexibly	x
11. Values driven and prepared to go the extra mile	x
12. Resilient and able to work on own initiative and work as part of a team	x
13. Interpersonal skills and the ability to lead and build effective partnerships with individuals and organisations	x
14. Ability to plan, manage and deliver work to agreed deadlines	x
15. Being self-directed and able to work autonomously off-site at host employer	x
16. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities	x
17. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

How to apply

Stage	Timescale
Closing date for applications	12th May 2024
Candidates informed of outcome of application	13th May 2024
Interviews (these will be conducted online via Teams)	23rd May 2024

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact Mehreen Ayub **Recruitment Officer**. - mayub@ambitiousaboutautism.org.uk

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check. As part of our Safer Recruitment checks, an online search maybe carried out in line with Keeping Children Safe in Education.

The Safeguarding responsibilities of the post as per the job description and personal specification. Whether the post is exempt from the rehabilitation of Offenders Act 1974 and the amendment to the Exceptions Order 1975, 2013 and 2021. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS Filter Guidance.

Contact us

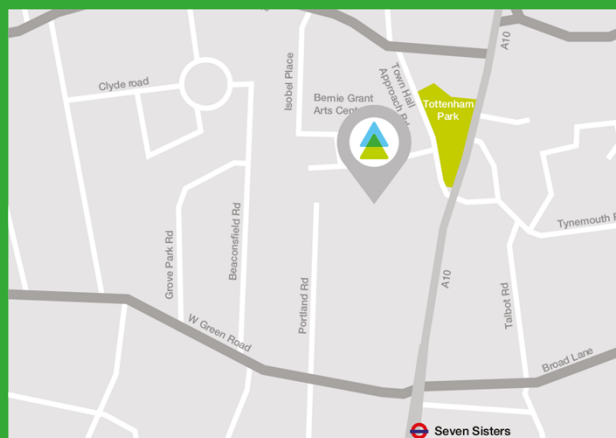
North London campus

Pears Campus at CONEL
Clyde Road, London N15 4FY

☎ 020 3870 8775

✉ admissions@ambitiousaboutautism.org.uk

🌐 ambitiouscollege.org.uk



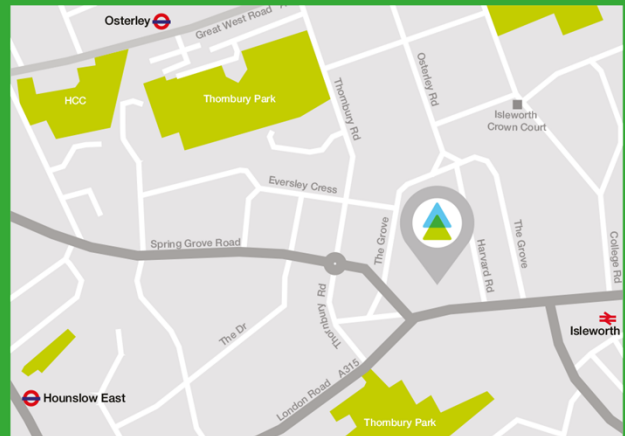
West London campus

Pears Campus at West Thames College
London Road, Isleworth TW7 4HS

☎ 020 3873 2201

✉ admissions@ambitiousaboutautism.org.uk

🌐 ambitiouscollege.org.uk



How to find us

Public transport

The Pears Campus at CONEL is easily accessible by regular bus, London Underground and train services. We are just a short walk from the the Seven Sisters Tube and London Overground stations. Bus routes 76, 149, 230, 243, 259, 279, 318, 341, 349, and 476 run nearby.

Travelling by car

Parking is available next door at the Bernie Grant Art Centre. The Centre's pay and display car park is located at the end of Clyde Road. Please input postcode N15 4FP into your GPS for directions to the car park.

How to find us

Public transport

The Pears Campus at West Thames is easily accessible by regular bus, train and London Underground services. Isleworth train station is a five-minute walk. The nearest Tube stations are Osterley or Hounslow East (Piccadilly Line), then 10-15 minutes' walk. The following buses run from Hounslow bus station: 110, 117, 235, 237, H8 and H37. All buses stop outside the college.

Travelling by car

There is a car park for staff, disabled students and evening students (entrance on Harvard Road). However, places are limited on a first-come, first-served basis. There are parking meters on the roads directly around the campus. The nearest free parking is on Osterley Road. For further information, please contact admissions.

Follow us

🐦 @ambitiousautism

📘 ambitiousaboutautism

📷 ambitiousaboutautism

Charity number 1063184 Registered company 3375255