



TAP Job Coach- Job Description

£27,550 - £ 30,400 per annum dependent upon experience

Reporting to: Employability Curriculum Manager

Main Purpose: To support learners, mentors, and host employers on The Autism Project (TAP) and to assist Curriculum Manager or Team Leaders on class days. To support learners to develop the confidence, independence, and skills to become ready to take their next step after the programme and transition into adulthood.

You will work with: TAP staff and senior management team, Employer Engagement Officer, CareTrade administrator, other CareTrade staff, local authorities, and other external partners e.g., schools and employers, learners, and parent/carers.

Your place and hours of work: Main office at Larcom Street, SE17 1RT plus regular travel throughout London. Hours are Monday to Friday, 9am to 5.30pm (allowing an hour for lunch). 37.5hrs a week. Candidates must be willing to be a little flexible to facilitate learner-parent meetings and occasional presentations in the early evening. Time may be taken in lieu for unsocial hours worked, where necessary.

Salary and Benefits Information:

- Starting salary of £29,000 -£30,500 per annum (within CareTrade band 2) dependent on experience
- 37 days annual leave to be taken outside of term time, plus 3-day Christmas closure and 8 days bank holiday
- Pension
- Weekly wellbeing hour
- Annual staff wellbeing day
- Free eye tests
- Cycle to work scheme
- Interest free travel loans

About CareTrade

CareTrade has a passionate belief "that employment is the biggest single factor that will transform the life of an autistic person."

And our vision for the future is "a world that embraces neurodiversity where all autistic people can lead purposeful, working lives".

- **Change** perceptions of neurodiversity.
- **Achieve** employment opportunities and outcomes for autistic jobseekers.
- **Raise** aspirations and employment skills of autistic people (through the delivery of innovative and person-centered projects).
- **Engage** employers in embracing neurodiversity in their workforces.

Our ambition is to enable all autistic adults that want to work to be in work.

About The Autism Project

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The Autism Project (TAP) is a full-time supported **employability programme** for autistic young people **aged 18-25**, with an **Education Health & Care Plan (EHCP)**. We are an immersive programme for young autistic adults, who would like to be employed or work towards employment, but need more confidence, support and experience to take the next step.

The aim of TAP is to develop learners' **understanding of different work sectors**, professional conduct, and advance their development of transferrable skills needed for their futures. TAP uses **person-centred planning** to support learners to **identify aspirational outcomes for their own next steps in education, employment, training, and adult life**.

Learners will be assessed before joining the project as part of our admissions process. A pathway will be chosen for each individual based on their needs, aspirations, and EHCP outcomes.

Our three pathways are:

- *Building Independence*
- *Introduction to Employment*
- *Supported Internship*

An overview of how TAP supports learners to build and develop their skills:
(sessions taken will vary dependent on each learner and pathway)

- **Work experience placements and job coach support** - *within one of our host employers; these include Guy's & St. Thomas' and Whittington Hospitals, CareTrade Working Kitchen and many other businesses around London.*
- **Employability sessions**
- **Careers IAG** (Information, Advice and Guidance), *including 1:1s with Level 6 careers advisor*
- **Independence/Adulthood-** *cooking, daily living tasks, and community involvement*
- **Functional Skills -Maths and English:** *City & Guilds up to Level 2/RARPA*
- **Personal and Social Development sessions-** *SaLT, social skills, strategies for safety, wellbeing & good health*
- **Travel Training/Confidence sessions**
- **Insight Days-** *exploring local businesses and work industries*
- **Social events**

More information can be found here: <https://care-trade.org/the-autism-project/>

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Key Responsibilities:

1. Assessing learner skills and needs to establish starting points/baseline, with other TAP staff
2. Setting up and supporting learners in work placements to develop their skills and gain meaningful experience
3. Observing and evidencing the learner journey (keeping detailed records), monitoring learner progress (including target progress)
4. Liaising with families and team around the learner as required and to contribute to reviews- ensuring learners are working towards their outcomes and aspirations
5. Supporting employers and learners to work together effectively- suggesting and implementing reasonable adjustments
6. To work with Curriculum Manager/Team Leaders to support learners during class days, helping to create learning materials as needed.
7. To work with Curriculum Manager/Team Leaders to support learners with travel training, wellbeing support and signposting to extracurricular/socials and community events
8. Working alongside the Engagement Officer to find, source and maintain employer relationships
9. To support learners during social events, insight days and trips

General Responsibilities:

1. To maintain confidentiality at all times.
2. Ensure the respect, dignity, and rights to privacy of all learners and staff as far as possible.
3. Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
4. Report issues and/or incidents relating to staff and learners that have arisen in the day promptly to the relevant line manager or appropriate person.
5. To maintain the highest standards of professionalism in line with occupational and organisational Codes of Conduct
6. To attend all staff meetings, participate in probation, supervisions and appraisals and engage in staff/professional development opportunities.
7. Work to promote CareTrade as a valued, professional asset within its community.
8. To work to and exhibit the values of CareTrade and maintain standards of behaviour in accordance with policies, procedures, and practices, with particular reference to Safeguarding, Equity, Diversity & Inclusion, Whistleblowing, Complaints, Policies.
9. To promote a positive image of autism, CareTrade and our partners, maintaining good relationships with outside agencies and the general public in order to promote the charity and win increased support for its work.

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10. To carry out any duties as are within the scope, spirit and purpose of the job and the title of the post, as required by your Line Manager or their Line Manager

Person Specification	Essential (E) Desirable (D)
Adjustments for individuals will be taken into consideration- please make reference to this in your application if you feel you do not meet minimum criteria	
Skills	
Proficient in Microsoft (Word, Excel, PowerPoint, and Outlook)	E
Ability to enable, empower and motivate others to meet their maximum potential	E
To be discreet and observe the rules of confidentiality	E
Ability to present in a professional manner	E
Good communication skills	E
Ability to produce professional, accurate and factual documents	E
Ability to organise own workload and work on own initiative	E
Ability to prioritise work to achieve deadlines	E
Ability to form and maintain professional relationships with all staff, Trustees, learners and their parent/carers, employers, and other external partners	E
Knowledge	
Knowledge and understanding of autism and learning disabilities	E
Knowledge of the SEND code of practice and EHCPs	D
Knowledge of the Equality Act and reasonable adjustments	E
Understanding of and commitment to safeguarding relating to vulnerable young people and adults	E
Experience	
Experience of working as part of a multi-disciplinary team	E
Experience of working within the field of Supported Employment	D
Experience of working in SEND and/or post-16 provision	D
Experience of working in an Information Advice and Guidance capacity	D
Experience of using Databridge or similar MIS	D
Experience of managing challenging behaviours/mental health	D
Qualifications	
Minimum English and Maths GCSE/Level 2 equivalent	E
Qualifications/CPD relevant to the post e.g., TSI, BASE training, IAG	D
Attitudes and qualities	
To be reliable, honest, and trustworthy	E
Possess considerable patience, to be tactful and diplomatic	E
Loyalty and commitment	E
Passion about advocating for the needs of autistic people and neurodiverse talent	E

Pressures inherent in job: The office varies from extremely busy (and can include autistic young people who may display anxiety, communication and social difficulties and other complex behaviours) to a day working alone.

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Other significant factors: A professional and flexible approach is required in order to maintain and enhance the reputation of CareTrade and our partners.

Confidentiality: All staff are required to maintain confidentiality for all areas of the CareTrade Charitable Trust, partner organisations, its staff, and its work. The nature of the work entrusts people with confidential information about clients/service users, their families, and staff within CareTrade and partner organisations. Any breach of this confidentiality will constitute gross misconduct.

We are committed to safeguarding and promoting the welfare of all young people and adults who use our services and as such expect all staff and volunteers to share this commitment. All staff must provide a current, adequate, and relevant DBS Certificate or be willing for CareTrade to process a new enhanced DBS application. All staff must have a satisfactory enhanced DBS check (formerly CRB check) prior to starting.

Applications are sought from all suitably qualified sections of the community. We are happy to discuss any workplace adjustments needed to enable the right candidate to undertake the role including any support available via Access to Work if needed (<https://www.gov.uk/access-to-work>)

Please see our **privacy notice** for applicant's **here**