



FAIRFIELD
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Charity No. 273924



Fairfield Trust Job Description and Person Specification

Job title: Job Coach	
Work base: Fairfield College, Dilton Marsh	Team: Education
Hours of work: 36.25 hrs per week. Flexible working/hours may considered.	Salary: £24,090.30

Safeguarding

Fairfield Trust is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Trust agreed child and adult protection procedures will be followed.

All posts involving direct contact with young people, children and vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](#)

This role involves regulated activity, a DBS check will be required before appointment is confirmed.

Job context and purpose

Fairfield Trust is a local independent Charity, the core business areas are: an independent specialist college for young people with learning difficulties and disabilities; residential and care services and a series of commercial ventures; including a pub, an animal park, a café and shop.

The Trust's mission is: **To enable young people to live and work without barriers**

Our 5 agreed values are:

Teamwork: We hold ourselves and each other to account, and are better when we work together

Compassion: We act with trust, honesty and kindness in everything we do

Inclusion: We treat each other fairly and with respect

Innovation: We encourage thoughtful, creative and aspirational ideas

Pride: We encourage each other to be proud of who we are and what we do

Fairfield College is seeking to recruit a dynamic Job Coach to work with our learners with learning difficulties and disabilities. This will enable our learners to pursue their ambitions in relation to gaining sustainable employment and find out more about the world of work. The role will include building exceptional working relationships with all areas of the college, students, parents and local employers, to develop work-based learning opportunities, experiences and placements.

The ideal candidate will be of a confident outgoing nature, be good at communication and be able to source and negotiate work placements for young people with learning difficulties and disabilities. The role is heavily linked to employer engagement and developing new work placement opportunities. Whilst Fairfield College is based near Westbury in Wiltshire, this role will require regular travel to support learners in work placements in their local area and communities, both across Wiltshire and neighbouring counties. So being able to drive and having access to a vehicle is essential.



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The ideal candidate will need to be able to work independently and as part of a wider team. You will need to be able to manage their workload and have excellent ICT skills.

The ideal candidate for this role will understand how young people learn and be able to use their skills systematically to support and scaffold all aspects of differing job roles. Experience of working in a support role with students with learning disabilities is also essential.

Annual holiday entitlement will be 10 weeks and this is to be taken during college holiday periods. Bank holiday entitlement is included in this amount and you may be required to work on a bank holiday if this falls on your normal working day.

Main duties

- Undertake initial assessment of young people in terms of their skills, development opportunities and also likely employability and WBL options
- Support young people to understand about the world of work and their realistic role within it
- Provide systematic support and instruction to train young people in roles
- Understand and apply the principles of job carving in a real working context
- Facilitate tailored training and coaching that meets the needs of all young people
- Provide young people with on-the-job training and know when to fade this support out
- Learn the tasks/duties and core skills that are required to make a positive progression on to paid sustainable employment
- To ensure protection of vulnerable persons and follow safeguarding and risk assessment procedures as appropriate where issues of concern are presented
- To undertake vocational profiling and assessment with/for young people
- To offer opportunities for specific job skills in a range of working environments, including travel and mobility training. This may involve assisting young people to make travel arrangements (e.g. planning routes or getting bus passes)
- Undertaking job matches and job analysis
- To provide tailored support to students, maintaining regular contact with employers, tutors and families
- Monitoring individuals' progress and capturing and recording evidence for learning (EFL) in the workplace and linking to student targets
- Provide workplace support, mentoring, advocacy, observation and skills needs analysis to review support levels
- To work towards the optimum independence of the individual within the work place, ensuring an appropriate level of support at all times
- Carry out risk assessment and audits of work place rotations as part of training activity and work preparation
- To prepare information and provide regular updates to management in respect of performance. This will include any operational issues likely to present a risk to the projected outcomes of service delivery
- To create resources/materials to assist in the learner's progress
- To collate evidence from placements to support learners in achieving their qualification
- To work with managers and colleagues to ensure positive relations are established
- To take part in student placement reviews and attend team meetings to ensure that learners are on task and that workplace standards and expectations are met
- To support individuals with self-care skills and hygiene awareness if required, advising employers on suitable reasonable adjustments required



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Supervision/management of people

Supervise students working in real work environments across the Trust and beyond.

Contacts and relationships

The post holder will:

- Report to the Employment Manager
- Work closely with the Job Coach team
- Work with the Work-based Learning, Tutor and Learning Support teams

What we offer - Employee Benefits

- There is a pension scheme available for eligible staff
- Free entry to Fairfield Animal Centre for 2 adults & 2 children
- 10% discount at The Weavers pub
- Discounted staff lunches in the Student Canteen (College Site)
- Specsavers Eyecare Vouchers
- Training & Development opportunities

Information technology

Daily use of computers that require excellent IT skills and will include using, Database, Word, Excel and web-based software.

Financial responsibility

Always ensure effective use of resources and value for money is secured for the Trust.

Health and Safety

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions.

Create risk assessments for learners that are out on work placement.

Equality and Diversity

You are required neither to discriminate against nor harass or victimise: colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

Records management

You are responsible for ensuring that all information sources, for which you have responsibility, are maintained in-line with guidance. This applies to all electronic and hard copy information.

You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Principal.



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Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

Authority to work in the UK

You must have the legal authority to work in the UK. You must have the relevant approval to work in the UK from the UK Border Agency or relevant documentation. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.

Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
Alignment With our values	Commitment to demonstrating the organisations values and behaviours in their work: Teamwork: We hold ourselves and each other to account, and are better when we work together Compassion: We act with trust, honesty and kindness in everything we do Inclusion: We treat each other fairly and with respect Innovation: We encourage thoughtful, creative and aspirational ideas Pride: We encourage each other to be proud of who we are and what we do	
Qualifications or equivalent level of skill or knowledge	<ul style="list-style-type: none"> Level 3 qualification or above, in appropriate subject, relevant to the post 	<ul style="list-style-type: none"> Teaching or assessor qualification An Information, Advice and Guidance qualification Training in supported employment or Systematic Instruction



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<p>Experience of</p>	<ul style="list-style-type: none"> • Relevant experience working with young people in a work-based capacity • Significant experience supporting young people in a 'real work' setting • Working with individuals and groups of young people • Brokering deals and finding opportunities for employer engagement • Being able to promote and sell work experience as a good opportunity for an employer • Working with a range of partners and employers • Confidence to work effectively and assertively with young people, employers and parents/carers • Accuracy and precision in written presentation • Creative approach to problem solving • Effective time management and prioritisation skills • Ability to work autonomously using own initiative and able to make judgements on when to adjust support 	<ul style="list-style-type: none"> • Experience of Systematic Instruction or Supported Employment models
<p>Management of people</p>	<ul style="list-style-type: none"> • Ability to offer guidance and support to students in a range of settings 	
<p>Skills</p>	<ul style="list-style-type: none"> • To be highly personable with very good communication skills • To be highly self-motivated and an enthusiastic self-starter • To be highly organised • Ability to offer guidance and support to students • To show an understanding of the importance of working within strict Health and Safety guidelines • To have a clean, full driving licence and a willingness to drive college vehicles or have business insurance on personal vehicle • Ability to work as part of a multi-disciplinary team and on own initiative 	
<p>Personal qualities and motivation</p>	<ul style="list-style-type: none"> • To be honest, trustworthy and reliable • Highly motivated and able to motivate others • Able to work with a variety of colleagues and clients from different professions and backgrounds 	
<p>Literacy, numeracy and IT</p>	<ul style="list-style-type: none"> • Level 2 or equivalent in English and maths or equivalent ILT literate 	



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Safeguarding	<ul style="list-style-type: none">• Displays a commitment to the protection and safeguarding of young people and registered with appropriate professional and safeguarding bodies• Takes action and raises concerns• Forms appropriate relationships and maintains professional boundaries at work• Works within organisational policies, procedures and guidance at all times	<ul style="list-style-type: none">• Up-to-date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and vulnerable adults
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Suitability of shortlisted candidates will be assessed at interview using a combination of values-based recruitment techniques; a formal interview and/or a supervised observation or practical session where applicable.

Should you require any reasonable adjustments to the application process, please speak to a member of the HR team.

The closing date for this post is **Friday 24th May 2024 at 09.00am**

Interviews will take place on **Tuesday 11th June 2024**

We would welcome applications made via the Trust Application Form, available on our website; <https://fairfieldtrust.org.uk/jobs/>

Please note that we will not accept CVs

We reserve the right to close the advert early if sufficient applications have been received.

**Fairfield Trust is an Equal Opportunities employer
A charity for the advancement of education for young people with learning disabilities**

This job description and person specification updated April 2024