

**Main purpose of job:**

Develop positive relationships with students, ensuring the Programme develops the student's self-confidence, social skills and employability skills. Tailor the work experience to meet individual needs, ensuring students make successful steps towards adulthood and greater independence. Provide 1-on-1 support at employer sites in Leeds, ensuring the programme is personalised to foster each student's self-confidence, social skills, and job readiness. Support the development of student skills within the classroom setting, offering 1:1 support to students on programme.

<b>Location:</b>	Swarthmore Education Centre
<b>Responsible to:</b>	Progression and Development Lead
<b>Hours:</b>	Permanent. 37.5 hours per week. Term Time Only (38 weeks).
<b>Salary:</b>	Starting Salary £21,051.14 (£12.50ph) - £21,303.75 (£12.65ph). Pro-rata.
<b>Conditions:</b>	Swarthmore terms and conditions apply

The post holder will be expected to carry out her / his duties in the context of the Centre's Equal Opportunities Policy and Health & Safety guidelines.

**Key Responsibilities:**

- Provide 1-1 support to students based at employer site in Leeds.
- Work closely with the designated Job Coach to support all aspects of the learner's journey including working with employers, liaising with parent/carers where appropriate and supporting the young person through each stage of the programme.
- Support the individual to gain confidence, feel valued and build self-esteem alongside developing work-based skills and facilitating any specific interventions.
- Support students to develop wider independence skills to ensure they can lead fulfilled lives e.g. travel training, banking and finance, social events and social groups, health and well-being and self-advocacy.
- Develop positive relationships with 'work buddies' and support them to work successfully with students, helping to build confidence in their daily interactions.
- Working with the Job Coach to ensure the student has a high chance of employment by liaising with the host employer and other potential employers to facilitate a successful transition into paid employment.
- Provide support during English and Maths sessions and highlight any progression concerns to the tutor in a timely manner.
- Complete relevant paperwork to ensure the student placement runs as effectively and efficiently as possible throughout their work placement e.g. risk assessments, PEPs, support plans, employer induction/on boarding paperwork.
- Liaise with external agencies and partners as appropriate, and in a professional manner.
- Support the Job Coach to maintain key relationships with employers and external organisations.
- Organise a programme of visits for groups and students.
- Support the Job Coach to ensure each student has access to a wide range of opportunities through liaison with employers and providing impartial careers advice and guidance.
- Prioritise student safety at all times by conducting appropriate risk assessments and adhering to safeguarding procedures and policies.
- Be committed to continuous personal development, accessing and sourcing relevant training, including first aid, to fully support all students.

- Maintain a positive and ambitious outlook for students, recognising their strengths and potential, being ambitious for their futures.
- Professionally represent Swarthmore Education Study Programme at work-related events and meetings, promoting the programme within the assigned employer site.
- Represent the Study Programme at events, conferences, exhibitions, and meetings to contribute to the ongoing positive reputation of the Centre.
- Perform any additional duties that support the vision of the Study Programme and prioritise student success.
- Contribute towards building and developing a positive culture and ethos within the Centre, including positive team working and collaboration amongst staff.
- Adhere to all relevant policies and procedures, including Safeguarding, Health and Safety, Prevent, and Equal Opportunities.
- Demonstrate flexibility and respond to the programme's needs by performing any reasonable duties as requested by the Job Coach / Management team.

## Qualifications & Experience

Criteria	Essential	Desirable
Good standard of general education – including a qualification in English and Maths at Level 2 or equivalent.	x	
Confident and competent with ICT / Digital skills.	x	
Previous paid or unpaid work in a supportive learning environment.	x	
Knowledge of local labour markets and employment opportunities.		x
Experience in supporting individuals with SEND, particularly in the context of employment or vocational training.		x
Familiarity with assistive technologies and accommodations that support individuals with disabilities in the workplace.		x

## Skills

Criteria	Essential	Desirable
Strong interpersonal skills with the ability to build appropriate relationships with employers, colleagues, students etc.	x	
Excellent organisational and time management skills.	x	
Good attention to detail and ability to record accurate information on a variety of platforms - Google drive, Google classroom etc.	x	
Enthusiasm and skills for supporting young people 16-25 with learning and /or behaviour difficulties/disabilities.	x	
Ability to respond effectively to changing demands of an innovative learning environment.	x	
Ability to enable learners to develop confidence and genuinely make their own decisions.	x	
Ability to encourage learners to explore different activities and ways of learning in order to realise their full potential.	x	
Excellent written and verbal communication skills.	x	
A commitment to safeguarding, health and safety, data protection and equal opportunities.	x	
Strong interpersonal skills with the ability to build appropriate relationships with employers, colleagues, students etc.	x	
Excellent organisational and time management skills.	x	

**Personal characteristics**

Criteria	Essential	Desirable
Commitment to the rights of people with learning disabilities, autism and mental health issues to participate fully as equal members of society.	x	
Willingness to work within all aspects of the programme as needed.	x	
Confident and positive.	x	
Thrives on variety and change.	x	
Able to adapt and respond to unexpected events.	x	
Friendly and professional manner.	x	
Highly motivated and committed to working as part of a team and independently.	x	
Diplomatic and discrete with an understanding of confidentiality and safeguarding, and the ability to exercise good judgement in a variety of situations.	x	
Understanding of and commitment to the work and ethos of Swarthmore.	x	
Maintain high standards in attendance and punctuality with good personal time management.	x	
Take opportunities to continuously learn and grow with a willingness to attend and participate in relevant meetings/professional development opportunities as appropriate.	x	