



JOB DESCRIPTION

Job Coach for SEND Students

Main Purpose of the Job:

As the SEND Job Coach at Swarthmore Education Centre, you will play a crucial role in empowering young people with Special Educational Needs and Disabilities (SEND) to secure and sustain meaningful employment. This position requires working closely with students, employers and educational staff to ensure that each student is fully prepared for the workplace and has access to suitable job opportunities, with the aim of enabling students to work as independently as possible. Your responsibilities include developing tailored employment plans, building and nurturing relationships with local businesses to secure work placements, work trials and long-term employment opportunities for our students. You will also provide ongoing support to students as they transition into employment. Additionally, you will be responsible for advocating for SEND students' needs in the workplace, ensuring an inclusive and supportive environment. The role will also include teaching relevant skills to students at the Centre.

Location:	Swarthmore Education Centre
Responsible to:	Progression Lead / Education Manager
Hours: Permanent:	3 days per week.
Salary:	Starting Salary £26,619.84 - £27,312.48 (pro rata)
Conditions:	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:

1. Tailored Employment Support

- Assess each student's skills, interests, and needs to create personalised employment plans.
- Provide one-on-one coaching in job-seeking skills, including CV writing, interview preparation, and workplace etiquette.
- Match students with suitable job opportunities, internships, or work experience placements.
- Coordinate travel training and arrange necessary documents, such as metro cards.
- Collaborate with the Progression Lead to design and implement individualised employment strategies linked to the student's skills, interests and needs.

2. Employer Engagement and Advocacy

- Establish and maintain relationships with local employers to create job opportunities tailored to SEND students.
- Advocate for SEND students in the workplace, ensuring employers understand and accommodate their needs.
- Provide employers with guidance on best practice for supporting SEND employees and fostering an inclusive work environment.

3. On-the-Job Support

- Accompany students to job interviews, work placements, and during their initial days of employment for support and reassurance.
- Offer job coaching during the early stages of employment, helping students navigate their roles and responsibilities.
- Monitor students' progress in their roles and provide ongoing support to address any challenges or concerns.
- Conduct risk assessments and ensure safeguarding in all work placements.



4. Collaboration with Educational Staff

- Work collaboratively with teachers, SENCOs and other staff to integrate employment goals into students' educational plans.
- Support employability teachers and Job Coach Assistants in pre-employment processes.
- Participate in meetings and case conferences, providing updates on student progress and adjusting plans as necessary.
- Contribute to the review of Gatsby standards and the development of the employability curriculum.
- Coordinate and provide cover and support at work placements or on-site at the Centre as needed.
- Organise drop-in sessions for leavers, using a variety of coaching strategies to prepare them for interviews and job searching.
- Assist the wider team with class coverage when necessary.

5. Monitoring and Reporting

- Advocate for the rights of young people with SEND to access meaningful employment opportunities.
- Ensure that young people's voices are central in decisions regarding their employment pathways.
- Collaborate with policymakers and community organisations to improve employment access for individuals with SEND.

6. Training and Development

- Stay up-to-date with the latest trends and best practices in employment support for individuals with SEND.
- Participate in relevant training and professional development opportunities.
- Share knowledge and insights with colleagues to enhance the effectiveness of the employment support program.



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Qualifications and Experience	Essential	Desirable
A good standard of general education – minimum Level 2 in Maths and English	X	
Teaching qualification		X
Experience in supporting individuals with SEND, particularly in the context of employment or vocational training	X	
Relevant qualification in special education, vocational training, or a related field.		X
Experience in job coaching, career counselling, or a similar role.	X	
Knowledge of local employment markets and relevant support services for SEND individuals.	X	
Experience of leading a small team, supporting them to develop appropriate skills		X
Experience of working within employers	X	
Experience of delivering outstanding lessons and achieving excellent student outcomes		X
Familiarity with the Education Inspection Framework		X
Ability to co-produce personalised SMART action plans with sequenced interventions and development opportunities	X	
Ability to co-produce effective in-work support plans with participants and employers	X	
Familiarity with assistive technologies and workplace accommodations for individuals with disabilities		X



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Skills	Essential	Desirable
Excellent communication and negotiation skills, with the ability to engage effectively with employers, young people, and other stakeholders.	X	
Ability to work independently, manage a caseload of students, prioritising tasks effectively.	X	
Excellent communication and interpersonal skills, with the ability to build positive relationships with students, employers, and educational staff.	X	
Experience of using Office 365 and Google suite.		X
Ability to develop and implement appropriate student performance monitoring systems	X	
Commitment to safeguarding, health and safety, data protection and equal opportunities	X	
Strong understanding of the challenges faced by individuals with SEND in the workplace and strategies to overcome them.	X	
Current driving license and access to vehicle.	X	



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Personal Characteristics	Essential	Desirable
Self-motivated, forward thinker, who proactively seeks opportunities and proposes solutions.	X	
Willingness to contribute across all aspects of the Centre as needed	X	
Confident and positive attitude	X	
Adaptable and able and respond to unexpected events	X	
Ability to maintain a realistic balance amongst multiple conflicting priorities	X	
Friendly and professional demeanour	X	
Ability to motivate adults learners to achieve their goals	X	
Commitment to continuous personal development	X	
Highly motivated and team orientated	X	
Diplomatic and discrete with an understanding of confidentiality 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	
Commitment to promoting equality, diversity, and inclusion	X	