

JOB DESCRIPTION

JOB TITLE: Independence and Inclusion Coach

DEPARTMENT: INSPIRE Bespoke Provision

RESPONSIBLE TO: Bespoke Provision Manager

RESPONSIBLE FOR: No subordinate staff

PURPOSE OF JOB:

Support for students with complex learning difficulties/disabilities. The provision of life skills, welfare assistance and academic support.

MAIN TASKS AND RESPONSIBILITIES:

1. Support Duties
2. Administration Duties
3. General Responsibilities

1.Support Duties

- 1.1 To provide one to one support for students with their learning, independence, care, and well-being needs in college, at home, and in the community.
- 1.2 Promote independence in all aspects of their learning.
- 1.3 Liaise with the class tutor, manager, and wellbeing lead to follow individual lesson and support plans.
- 1.4 When directed assist student's mobility and care by completing moving and assisting, and personal care routines that may include medication.
- 1.5 Promote inclusion by encouraging access to wider college themes and resources.
- 1.6 Attend stakeholder meetings as directed by the Provision Manager and report back to colleagues.
- 1.7 Stay up to date with student needs, progress reviews and relevant CPD.

2. Administration Duties

- 2.1 Maintain accurate records of student's progress using the provisions RARPA process.
- 2.2 Support the tracking and monitoring of students.
- 2.3 Support the general administration of students with Additional Learning Support needs.
- 2.4 Liaise with the Manager, Tutor, and Wellbeing Lead to record progress, interventions, and safeguarding/wellbeing concerns.

3. General Responsibilities

3.1 Contributes to the attainment of the College's strategic objectives, as appropriate.

3.2 Comply with all College policies, practices and procedures – particular the Health and safety at Work Act and ensure that other safety legislation e.g. Codes of Practice are adhered to.

3.3 Takes responsibility for safeguarding and promoting of Equality and Diversity.

3.4 Takes responsibility for personal development and attend Continuing Professional Development activities where directed.

3.5 Participates in and promote the Staff Development and Appraisal schemes.

3.6 Undertakes such duties as may reasonably be required commensurate with his/her grade and general level of responsibility at his/her initial or present place of work, or any other establishment for which the College provides services.

NB In consultation with the post holder this job description is liable to variation by College Managers to reflect or anticipate changes in the College.