

## **JOB DESCRIPTION - Supported Internship Job Coach**

**JOB TITLE:** Supported Internship Job Coach

**DEPARTMENT:** Foundation Provision

**RESPONSIBLE TO:** Supported Internship Team Leader

**RESPONSIBLE FOR:** No subordinate staff

**PURPOSE OF JOB:** To support interns during work experience and develop employability skills that will lead to paid employment.

### **MAIN TASKS AND RESPONSIBILITIES:**

1. Work Placement Duties
2. Administration Duties
3. General Responsibilities

#### **1. Work Placement Duties.**

- 1.1 Vocationally profile interns to secure the right job match
- 1.2 Engage with prospective employers and identify work/progression/destination opportunities for interns through sourced work placements
- 1.3 Complete a job/task analysis process in order to identify skills gaps for each intern
- 1.4 Identify and formalise reasonable adjustments in the workplace and develop adjustment passports for interns
- 1.5 Support interns in the workplace with work tasks using systematic instruction techniques
- 1.6 Establish an in-work system of train, fade and maintain to support and develop the independence and employability skills of interns
- 1.7 Working in partnership with employers, identify and create intervention plans when needed to improve the employment outcomes of interns
- 1.8 Work in partnership with employers and support interns during all progress review processes

1.9 Support interns throughout the recruitment and selection process including the production of CVs and personal statements, job applications and interview skills training

1.10 Maintain and manage vocational/ progress tracking systems

1.11 Carry out risk assessments for all placements

1.12 Management of Access to Work applications/claims

## 2. Administration Duties

2.1 Maintain accurate records of intern progress through individualised employment support plans and employer/intern progress reviews

2.2 Support the tracking and monitoring of intern progress through college systems

2.3 Maintain accurate records of all employer engagement

2.4 Manage and maintain documentation pertaining to each intern including vocational profiles, adjustment passports, work placement job descriptions, task analysis and intern completion of work tasks

2.5 Manage and maintain risk assessment documentation

2.6 Liaise with Supported Internships Team Leader and report on intern progress

## 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's requirements