

PERSON SPECIFICATION

JOB TITLE: Supported Internship Job Coach

DEPARTMENT: INSPIRE Foundation Provision

Information for candidates:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

Criteria	Essential ✓	Desirable ✓
Skills and Abilities		
1. Creative approach to problem solving: proactive & positive	✓	
2. Efficient administrator: meets deadlines, completes jobs, and works without close supervision	✓	
3. Good communicator and team worker	✓	
Experience		
1. Experience in working with students with SEND.	✓	
2. Experience in job coaching.		✓
3. Experience in networking and sourcing work placements for students.	✓	
4. Experience in liaising with partner organisations and local knowledge of businesses and employers.		✓
5. Knowledge/experience of Access to Work grants.		✓
Education / Qualification		
1. Must hold both English and Maths qualification equivalent to GCSE C or	✓	

above or 4+ / CSE Level 1 / O-Level C or above / Adult Numeracy or Literacy = Level 2		
2. Level 3 Certificate in Supported Employment		√
Other		
1. IT Competent	√	
2. Have good communication skills	√	
3. Have good organisational skills.	√	
4. Candidates will take responsibility for safeguarding and will therefore be suitable to work with young people with SEND.	√	
5. Candidates will be able to arrange their own travel to work placements either by use of own/access to a vehicle and/or public transport.	√	