

## Job Description

<b>Job Title</b>	SEND Employment Support Coach
<b>Directorate</b>	Children and Young People's Services
<b>Service Area</b>	Education
<b>Grade</b>	5
<b>Competency Level</b>	1
<b>Salary</b>	£30,060 - £34,314
<b>Job Type</b>	Hybrid
<b>Location</b>	City Wide
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS (Child Barred List and Child and Adult Workforce)
<b>Job Evaluation Ref No</b>	Not applicable

## Job Purpose

To provide appropriate pre-work/training and in-work/training support for people who are disadvantaged from entering employment. This includes individuals with learning disabilities, those on the autistic spectrum, mental health difficulties and/or physical disabilities and sensory impairments. Incorporating support to individuals on a Supported Internship programme, and those that are not in employment, education or training (NEETS).

Support our SEND Employment team, to deliver supported internships across the City.

Work with Host businesses, employers and education providers and young adults to deliver supported internship opportunities.

### **Directly Responsible For:**

Not Applicable

### **Directly Responsible To:**

SEND Employment Support Officer

### **Main Areas of Responsibility:**

- To act as a job coach to assist and guide unemployed young people aged 16-24 with learning disabilities, and neurodiverse conditions into successful opportunities including employment
- To engage with unemployed residents, families and education providers to register participants onto the Supported Internship programme which supports those furthest away from the job market into sustainable employment
- Liaise with employers, training providers, partner organisations and education providers in the City to promote Supported Internships and create employment and training opportunities which will assist participants to move into a positive outcome e.g. sustainable employment and supported apprenticeship opportunities

To engage with a range of organisations in the City who support people with learning disabilities and difficulties and can offer specialist input

- To support SEND Employment team in maximising opportunities across the City with training and education providers and employers to help unemployed participants with disabilities to develop skills in order to build confidence, develop employment skills and encourage independence within the local community
  - To complete action plans and relevant documentation e.g. vocational profiles for all young people and discuss work and career goals, referral organisations and families
  - Work with the young person to support them in achieving their objectives as identified in their action plans. This will be achieved through job coach support with the young person, employer and provider
  - Where appropriate, support young people to engage in social and non-work routines at places of education, employment or training
  - To complete relevant paperwork and eligibility checks for young people and ensure that all young people and employer files are in line with GDPR rules and regulations
  - To conduct regular reviews with all young people to ensure they progress whilst on programme and feedback to the Employer, education provider and SEND Employment Team on a regular basis
  - To visit employment and training sites across the City to carry out regular reviews and evaluations whilst young people are on programme
  - Where appropriate, support young people and employers in applying for DWP Access to Work support dependant on their level of need and support required
  - Ensure all records, reports and data is up to date on a CMS with particular attention to the impact of activities which will support their move into sustainable employment
- Attend team meetings, 'job coach' training days and regular review meetings as and when required

## **Supervision and Management Responsibility:**

- No supervisory or management responsibility

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- It must be understood that every employee has a responsibility to ensure that their work, relating to their job complies with all statutory requirements and with Standing Orders and Financial Regulations of the City Council

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- Extended periods of sitting and computer work
- Engagement events, which may require periods of standing

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement

- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- English and Maths GCSE or equivalent and Level 3 qualification (A,I)

### Desirable

- Educated to degree level

## Experience

### Essential

- Prior experience of working with people with disabilities, neurodiverse conditions (A,I)
- Experience of assessing the development of young people with a learning difficulty/disability in education and/or employment (A,I)

### Desirable

- Report writing
- Mentoring
- Providing in-work support

## Skills/Abilities

### Essential

- Good communication skills, using a variety of appropriate media (A,I)
- IT Skills, the use of MS Office e.g. word, outlook, and excel (A,I)
- Ability to work under pressure whilst maintaining a positive attitude (A,I)
- Ability to manage and accomplish multiple projects with little supervision (A,I)

### Desirable

- Problem solving
- An effective role model
- Professional approach to work

## Commitment

### Essential

- Must be flexible and willing to travel to multiple locations across Liverpool and Liverpool City Region (A,I)
- Flexible approach to working hours and environment (A,I)
- Ability to adapt to the corporate environment (A,I)

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- An interest and passion for improving the lives of all our residents

## Other

### Essential

- This post is subject to an Enhanced Disclosure and Barring Service (DBS) at the appropriate level