

Reports to:	Quality Improvement Manager
Hours:	37.5 hours 8:30am – 4:30pm 52 weeks per year
Type:	Permanent
Salary:	£26,950.00 per annum

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Landmarks is an independent specialist day college for young people with learning disabilities and difficulties. The college offers a wide range of programmes that are tailored to each individual's needs.

Landmarks operates from several sites across; Nottinghamshire, Derbyshire and South Yorkshire, with our main site located in Eckington, S21 4EF.

Landmarks has several satellite provisions in Rotherham, Nottingham city Centre and a “real-life” hospitality and catering facilitate in Rainworth, Mansfield. These environments enable us to provide a range of personal and vocational training opportunities including:

- Agriculture
- Animal Studies
- Arboriculture
- Art
- Business Administration
- Conservation
- Duke of Edinburgh
- Equine Studies
- Floristry
- Horticulture
- Hospitality & Catering
- Independent Travel Training
- Independent Living Skills
- Labouring (CSCS)
- Retail
- Supported Internships
- Wildlife Management
- Work Experience

Our staff are required to work on a range of different sites, including; college campuses, employer's premises or communities local to your learners home - therefore willingness to travel is essential. There may be a requirement to transport learners in your own car, insurance implications are reimbursed. Mileage and expenses are provided for travel during the working day.

Job Purpose:

Our Job Coach Coordinator is employed to:

- Oversee the quality of on-the-job training and guidance provided by Learning Support Assistants (LSAs) who are supporting learners at employer premises, or who are engaged with learners in the development of work readiness skills

Main Responsibilities:

Your responsibilities will include, but are not restricted to:

- The Job Coach Coordinator will work alongside Wayfinder Manager and Quality Improvement Manager, responsible for managing progress of learners
- The Job Coach Coordinator will also work with the Learning Support Manager to appoint staff to provide support for learners on placements.
- Foster high expectations and levels of professionalism for learners and staff supporting learners on placement
- Support the Learning Support Manager to deploy learning support assistants onto placements as appropriate
- Act as a Job Coach representative within team and college meetings
- Deliver regular training to LSAs on placement
- Liaise with the wider team and update them about learner progress / raise issues
- Ensure staff on placement have all of the tools they require to support learners well
- In conjunction with the Quality Improvement Manager, conduct regular observations that aim to improve the quality of support offered learners on placement
- Induct LSAs into a new placement and monitor progress and performance
- Work with employers to ensure a positive relationship remains during placements

In order to do this, they need to:

- have current understanding of a Supported Internship, or willingness to learn
- have successful experience of supporting learners into sustainable employment
- have experience of delivering training / mentoring to staff
- Keep accurate records of performance and progress, for both learners and staff
- be able to communicate effectively to a range of audiences
- be willing to travel to different employer sites
- be able to create meaningful targets that promote English, maths and ICT and show other LSAs supporting at employers how to do this

The position of Job Coach Coordinator has the following functions within the organisation:

Line Management:

- Line Management Responsibility: Job Coaches/LSA's as directed.
- Line Managed by: Quality Improvement Manager

All our staff must undertake an enhanced DBS check and provide two references. They should be prepared to undertake training and development and adhere to the principles, policies and procedures of Landmarks at all times.

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

Person Specification

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table below:

	Essential	Desirable
Qualifications	Level 2 Maths and English (willingness to work towards)	Relevant, recent training and development IAG Level 2 (willingness to work towards) Systematic Instructor Training Learning Support Qualification (willingness to work towards) Management qualification (willingness to work towards) Team Teach
Experience	Experience of working with adults with learning difficulties / disabilities Successfully supported learners into employment	Supporting staff to improve performance Line management of staff
Skills	Ability to communicate well both written and verbally.	

	<p>Able to produce and give presentations</p> <p>Ability to work under pressure and to tight deadlines showing drive, motivation and enthusiasm</p> <p>Public speaking and presentation flair</p> <p>Ability to use own initiative being creative and possess good problem-solving skills</p> <p>Have good organisational skills and attention to detail.</p> <p>Good level of written communication</p>	
<p>Knowledge</p>	<p>Behaviour management strategies</p> <p>Safeguarding</p> <p>Monitor, record and make basic assessments about individual progress</p> <p>Help professional staff to achieve their objectives; Work with guidance, but under limited supervision</p> <p>Liaise and communicate effectively with others</p> <p>Demonstrate good organisational skills</p> <p>Reflect on and develop professional practice</p>	<p>Systematic Instructing</p> <p>Supported Internship funding</p> <p>RARPA</p> <p>Prevent (Radicalisation & Extremism)</p>

Personal Attributes	Flexibility is essential to enable Landmarks to meet the needs of our learners.	
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In return we will offer:

- Westfield Health Sheme following a successful probation.
- Life cover following a successful probation.
- Standard life pension.
- 30 days holiday – plus bank holidays (pro rata – 52-week employees) - addition of 1 extra day’s holiday after your third anniversary, up to a maximum of 5 additional days.

Landmarks is committed to safeguarding and promoting the welfare of our learners. All offers of employment will be subject to enhanced DBS checks, which it deems satisfactory (you will be viable for the cost of a DBS if you leave within your probationary period).

To find out what makes Landmarks a remarkable place to work, visit our website www.landmarks.ac.uk, and follow Landmarks Specialist College on Facebook for more information.

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks please contact a member of HR – 01246 433788.